

**RULES  
OF THE  
GEORGIA STATE SENATE**

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**2008 SESSION**

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# **RULES OF THE SENATE**

## **SECTION ONE OFFICERS, SENATORS, EMPLOYEES, AND ETHICS**

### **PART 1: OFFICERS OF THE SENATE**

#### **1-1.1 President of the Senate**

(a) There shall be a Lieutenant Governor, who shall be elected at the same time, for the same term, and in the same manner as the Governor. The Lieutenant Governor shall be the President of the Senate and shall have such executive duties as prescribed by the Governor and as may be prescribed by law not inconsistent with the powers of the Governor or other provisions of this Constitution. The compensation and allowances of the Lieutenant Governor shall be as provided by law. (Ga. Const., art. V, sec. I, par. III.)

(b) The Lieutenant Governor shall, before entering on the duties of office, take an oath or affirmation as prescribed by law. (Ga. Const. art. V. sec. I, par. VI.)

(c) The presiding officer of the Senate shall be called the "President of the Senate". (Ga. Const., art. III, sec. III, par. I.)

(d) As used in these Rules, the term "President of the Senate" refers solely to the Lieutenant Governor and "President" refers to the Lieutenant Governor, the President Pro Tempore, or any other Senator who is presiding over the Senate.

(e) All Acts and resolutions shall be signed by the President of the Senate and Secretary of the Senate and all writs, warrants, and subpoenas issued by order of the Senate shall be signed by the President of the Senate and attested by the Secretary of the Senate.

(f) All Acts shall be signed by the President of the Senate and the Speaker of the House of Representatives. (Ga. Const., art. III, sec. V, par. X.)

#### **1-1.2 President Pro Tempore**

(a) A President Pro Tempore shall be elected by the Senate from among its members by a majority of the Senators voting, provided the total vote constitutes a quorum. The President Pro Tempore shall act as President in

case of the temporary disability of the President of the Senate. In case of the death, resignation, or permanent disability of the President of the Senate or in the event of the succession of the President of the Senate to the executive power, the President Pro Tempore shall become President of the Senate and shall receive the same compensation and allowances as the Speaker of the House of Representatives. The General Assembly shall provide by law for the method of determining disability as provided in this Paragraph. (Ga. Const., art. III, sec. III, par. I.)

(b) Whenever from any cause the President of the Senate shall be absent, the President Pro Tempore shall preside. If both shall be absent, the Secretary of the Senate shall call the Senate to order and shall preside until the election of an acting presiding officer, which said election shall be the first business of the Senate. The acting presiding officer shall preside until the return of one of the first named officers, at which time his or her functions shall cease.

(c) The President of the Senate may, during a day's session, name the President Pro Tempore or the designee of the President to perform the duties of the Chair during any part of that day, but no longer.

(d) While presiding, or in the absence of the President of the Senate, the President Pro Tempore shall have the same powers and duties as the President of the Senate. (O.C.G.A. 28-1-6)

### **1-1.3 Voting Rights of a Senator when Presiding**

When the President Pro Tempore or any other Senator is presiding, he or she shall not vote unless the Senate shall be equally divided, or unless his or her vote, if given to the minority, will make the division equal. The presiding Senator shall vote in all elections. In all cases where a fixed constitutional vote is required to pass a bill or measure under consideration, and said bill or measure shall lack only one vote to pass the same, the presiding Senator shall vote, and his or her vote shall be counted the same as that of any other member.

### **1-1.4 Caucus Officers**

The Majority Party may, by caucus, elect a Majority Leader and a Majority Whip, whose names shall be certified to the Secretary of the Senate. The Minority Party may, by caucus, elect a Minority Leader and a Minority Whip, whose names shall be certified to the Secretary of the Senate.

### **1-1.5 Secretary of the Senate**

(a) There shall be a Secretary of the Senate elected by the members of the Senate by recorded vote, and a majority of votes cast is necessary to elect. The term of office shall be the time for which the members of the Senate are elected and until their successors are elected. (O.C.G.A. 28-3-20) (Ga. Const., art. III, sec. III, par. III.)

(b) The Secretary of the Senate, before entering on the discharge of his or her duties, shall take an oath before the presiding officer of the Senate to discharge his or her duties faithfully and to the best of his or her skill and knowledge. Said oath should be entered in the Journal of the Senate. (O.C.G.A. 28-3-25)

(c) The Senate shall be organized by the Secretary of the Senate who shall be the ex-officio presiding officer until a presiding officer is elected. No question except one relating to the organization shall be entertained by such officer; and, in deciding such question, he or she shall be governed, as far as practicable, by the standing rules of the Senate. In the absence of such officer, his or her assistant may officiate. In the absence of both, the Senate may appoint a chairman whose powers and duties shall be the same as those of the Secretary. (O.C.G.A. 28-1-3)

### **1-1.6 Sergeant at Arms**

(a) The Senate is entitled to a Sergeant at Arms who shall perform such duties as may be required of him or her, who shall be elected by the Senate and a majority of votes cast is necessary to elect. He or she shall be compensated as provided by resolution of the Senate. (O.C.G.A. 28-3-1)

(b) It shall be the duty of the Sergeant at Arms to attend to the wants of the Senate while in session, to aid in the enforcement of order under the direction of the President to supervise the doorkeepers, and to execute the demands of the Senate from time to time, together with all such processes, issued under its authority, as may be directed to him or her.

(c) The President of the Senate shall have power to suspend the Sergeant at Arms for misconduct or neglect of duty. He or she shall report any such suspension to the Senate on its next regular business day thereafter for such action as the Senate may see fit to take.

## **PART 2: SENATORS**

### **1-2.1 Oath of Office**

(a) In addition to any other oath prescribed by law, each Senator, before taking the seat to which elected, shall take the following oath: "I do hereby solemnly swear or affirm that I will support the Constitution of this state and of the United States and, on all questions and measures which may come before me, I will so conduct myself, as will, in my judgment, be most conducive to the interests and prosperity of this state." (O.C.G.A. 28-1-4a.)

(b) In addition, each Senator shall swear that he or she:

- (i) is not the holder of any unaccounted for public money due this state or any political subdivision or authority;
- (ii) is not the holder of any office of trust under the government of the United States, any other state, or any foreign state which he or she is by the laws of the State of Georgia prohibited from holding;
- (iii) is otherwise qualified to hold said office according to the Constitution and laws of Georgia;
- (iv) will support the Constitution of the United States and of this state; and
- (v) has been a resident of his or her district for the amount of time established by law or Constitution. (O.C.G.A. 45-3-1)

(c) The oath of office may be administered to the members of the General Assembly by any Justice of the Supreme Court, Judge of the Court of Appeals, Judge of the superior courts, or judge of the state courts. Such Justice or Judge shall be procured by the person organizing each branch. (O.C.G.A. 28-1-4b.)

### **1-2.2 Excused Absence**

(a) A motion to excuse a Senator from voting must be made before the Senate divides, or before the roll call is commenced, and it shall be decided without debate, except that the Senator making the motion must briefly state the reason why, in his or her opinion, it should prevail.

(b) All Senate Conference Committee members shall be excused from voting during meetings of the Conference Committee. The excuse shall be entered in the Journal if the Conference Committee member notifies the Secretary of the actual time of the meeting before leaving and after returning to the Chamber.

### **1-2.3 Seating in the Senate Chamber**

(a) Senators elected to the following offices shall choose their Senate seats in the order listed below:

President Pro Tempore

Majority Leader

Minority Leader

All Senators who have more than 20 years of continuous service in the Senate shall select their seat in the order of seniority.

Majority Whip

Minority Whip

Administration Floor Leaders

Chairman of the Rules Committee

Two seats chosen by the Majority Whip for Deputy Whips

One seat chosen by the Minority Whip for Deputy Whip

(b) All other Senators shall be seated by district number in ascending numerical order commencing with the lowest permanently numbered available seat.

(c) Only on the first day of the first regular session of a General Assembly and at no other time, any two members may, by mutual agreement communicated in writing to the Secretary of the Senate, exchange with each other the seats which would otherwise be assigned to them under this rule.

### **1-2.4 Travel and Reimbursement**

(a) No member of the Senate shall engage in any travel at State expense outside the State of Georgia unless such travel is first approved in writing by the Committee on Administrative Affairs. The person requesting such approval shall state in writing the places to be visited, the dates, and the purposes, which shall be directly relevant to legislative duties.

(b) Prior to any disbursement by the Legislative Fiscal Officer, there shall be on file with said Fiscal Officer a copy of the approval by the Senate Administrative Affairs Committee, and the person requesting reimbursement shall submit an itemized listing of all expenses claimed hereunder.

## **PART 3: EMPLOYEES OF THE SENATE**

### **1-3.1 Compensation for Employees**

All officers and employees of the Senate shall be paid for their services by the Legislative Fiscal Officer from funds appropriated to the General Assembly. (O.C.G.A. 28-4-6)

### **1-3.2 Travel and Reimbursement**

(a) No Senate staff member shall engage in any travel at State expense outside the State of Georgia unless such travel is first approved in writing by the Committee on Administrative Affairs. The person requesting such approval shall state in writing the places to be visited, the dates, and the purposes, which shall be directly relevant to official duties.

(b) Prior to any disbursement by the Legislative Fiscal Officer, there shall be on file with said Fiscal Officer documentation of the approval by the Committee on Administrative Affairs of all out-of-state travel reimbursement requests, submitted by the Secretary of the Senate or the directors of the Senate Research, Press, and Budget and Evaluation offices, and the person requesting reimbursement shall submit an itemized listing of all expenses claimed hereunder.

### **1-3.3 Conflicts of Interest**

A person shall not be paid for services rendered to the Senate in any capacity while such person is drawing any salary, wages, or other compensation from any other Department of the State.

## **PART 4: CONDUCT AND ETHICS**

### **1-4.1 Personal Financial Gain**

(a) Senators and Senate staff shall refrain from using government positions to attain personal financial gain.

(b) Senators and staff shall not use public resources or personnel for the purpose of conducting personal or private business activity. Ordinary and necessary communications which Senators and staff must conduct with their homes and business interests while serving in their public capacities are permitted.

(c) Senators shall not seek, accept, use, allocate, grant, or award public funds for any purpose other than as approved by law.

(d) No Senator shall vote upon any question if the Senator or any member of the Senator's immediate family has a direct pecuniary interest in the result of such vote which interest is distinct, unique or peculiar to the Senator or the Senator's immediate family.

#### **1-4.2 Campaign Contributions**

(a) No Senator or staff shall solicit a campaign contribution in a state office building. Senators shall not operate political campaigns or operate political fund raising campaigns from state office buildings which have not been leased or rented for such purposes.

(b) Senators shall not agree to, or threaten to withhold, political action or constituent services as a result of a person's decision to provide or not to provide a political contribution, charitable contribution, or support.

#### **1-4.3 Conflicts of Interest**

(a) Senators and staff shall avoid financial conflicts of interest and close economic associations where official action or decisions are motivated not by public duty but by economic self-interest or association. "Financial conflicts of interest and close economic associations" are defined as those financial interests or interests arising from close economic associations with other persons or entities which are so material, direct, distinct, unique, and peculiar to the Senator or staff that it might reasonably be expected that impartial official judgment could not be exercised.

(b) No Senator or staff shall seek, accept, or retain employment which: makes it unreasonably difficult to fulfill legislative obligations; requires the disclosure or use of nonpublic or confidential information acquired in the course of legislative service; requires improper use of government relationships or the prestige associated with legislative offices; or will require the Senator or staff to compromise any other ethical or legal duty.

#### **1-4.4 Special Treatment; Acceptance of Things of Value**

(a) No Senator or staff, acting as an attorney or representative of another, shall seek or accept any special treatment not otherwise approved by law or judicial order because of his or her legislative role.

(b) No Senator or staff shall accept anything of value when such thing of value is offered with the understanding that official action will be taken or withheld by a Senator or staff in consideration of acceptance of that which is offered. Any offer made which is conditioned upon the taking or withholding of official action shall immediately be reported in writing to the Chairman of the Ethics Committee. (O.C.G.A. 16-10-2)

#### **1-4.5 Crimes of Moral Turpitude and Controlled Substances**

No Senator or staff shall knowingly commit any crime involving moral turpitude or knowingly possess, use, manufacture, or distribute any controlled substance, dangerous drug, marijuana, or alcoholic beverage in violation of any state or federal law or any county or municipal ordinance. Conviction of any such crime, the acceptance of a plea of guilty or nolo contendere to any such crime, or imposition of payment of a criminal or administrative penalty for any such crime shall constitute a violation of this rule.

#### **1-4.6 Sexual Harassment**

(a) The Senate is committed to providing a healthy and appropriate work environment for legislators, legislative employees, interns, aides, and other state employees which is free from sexual harassment. Sexual harassment in any manner will not be tolerated.

(b) Senators and staff are expected to discourage sexual harassment in the workplace and at events, professional meetings, seminars or any activities that involve legislative business.

(c) Sexual harassment includes all conduct prohibited by Federal and state law and the following unwelcome conduct:

- (i) verbal abuse of a sexual nature,
- (ii) graphic verbal comments about a person's body,
- (iii) physical touching of a sexual nature,
- (iv) sexual advances and propositions,
- (v) sexually degrading words used to describe an individual,
- (vi) display in the work place of any sexually suggestive object or picture, and
- (vii) any threat or insinuation, either explicitly or implicitly, that a person's refusal to submit to a sexual advance will adversely affect that person's employment, evaluation, wages, duties, work shifts, or any other condition of employment or career advancement.



(d) The provisions of this rule apply to Senators, Senate staff, and Senate aides, interns, and volunteers.

(e) Complaints may be brought against Senators, Senate staff, and Senate aides, interns, and volunteers under the provisions of Rule 1-4.10. Senators, Senate staff, and Senate aides, interns and volunteers will be subject to sanctions proportionate to the seriousness of the offense. A supervisor who does not take appropriate action when the supervisor knows or has reason to suspect that harassment is occurring is also subject to sanctions proportionate to the seriousness of the offense.

#### **1-4.7 Discriminatory Harassment**

(a) The Senate is committed to providing a working environment free from discriminatory harassment and intimidation of any kind, including harassment or discrimination based on race, color, religion, national origin, age, veteran status, disability or gender. Discriminatory harassment includes any verbal or other conduct which disparages any individual or group and which creates an offensive, intimidating, or hostile working environment.

(b) All forms of discriminatory harassment are prohibited, whether in the form of pictures, cartoons, teasing, jokes, e-mail, epithets, slurs, negative stereotyping, name-calling, offensive gestures, or threatening, intimidating or hostile acts.

(c) The provisions of this rule apply to Senators, Senate staff, and Senate aides, interns and volunteers.

(d) Complaints may be brought against Senators, Senate staff, and Senate aides, interns, and volunteers under the provisions of Rule 1-4.10. Senators, Senate staff, and Senate aides, interns and volunteers will be subject to sanctions proportionate to the seriousness of the offense. A supervisor who does not take appropriate action when the supervisor knows or has reason to suspect that harassment is occurring is also subject to sanctions proportionate to the seriousness of the offense.

#### **1-4.8 Standard of Conduct**

All contact with constituents, staff, lobbyists, representatives of the media, and others interested or involved in the process of government shall be conducted in a courteous, professional, and discreet manner.

#### **1-4.9 Opinions and Advice Regarding the Senate Rules**

A Senator or staff member may request in writing the opinion or advice of the Committee on Ethics with regard to interpretation of any section of Part Four of Section One. The Committee on Ethics shall expeditiously respond in writing to such request. All requests for opinions or advice or any opinion or advice given shall be confidential.

#### **1-4.10 Ethics Complaints**

(a) A complaint shall be initiated by the filing of a statement alleging a violation of any section of Part Four of Section One of these Rules with the Secretary of the Senate. If a person who is directly supervised by the Secretary of the Senate has a complaint against the Secretary of the Senate, then such complaint may be filed with the President Pro Tempore. A complaint may be brought only by any Senator or Senate staff, aides, interns and volunteers. The complaint shall specifically describe the nature of the alleged violation and the party or parties involved and shall be signed by the complainant and verified under oath. The Secretary of the Senate, or the President Pro Tempore, shall promptly refer the complaint to the Chairman of the Committee on Ethics, who shall schedule a meeting of the Committee to investigate the complaint utilizing in-house staff and counsel and investigators as the Committee deems necessary. If the Chairman of the Committee on Ethics is the subject of the complaint, then the Chairman shall recuse himself or herself and such proceedings of the Committee regarding such complaint shall be overseen in their entirety by the Vice-Chairman of the Committee. The Committee shall promptly serve the named respondent with a copy of the complaint. Service of such complaint shall be by personal service or by certified mail, return receipt requested.

(b) The Committee may also initiate an investigation on its own initiative by majority vote. Within a reasonable time following the Committee's initiation of such investigation, however, a majority of the Committee shall sign a complaint that specifically describes the nature of the alleged violation and the party or parties involved. The Committee shall promptly serve the named respondent with a copy of the complaint and service of such complaint shall be by personal service or by certified mail, return receipt requested.

(c) Any complaint brought by or before the Committee shall remain confidential until the Committee has determined that substantial cause exists that a violation occurred. If the Committee determines that substantial cause

does not exist that a violation occurred, the complaint shall remain confidential.

(d) Upon completion of an investigation, the individuals conducting the investigation shall prepare a written report detailing the investigation findings and shall present such report to the members of the Committee. If the Committee does not find that evidence exists to provide substantial cause to determine that a violation has occurred, it shall dismiss the complaint with notice to the complaining party and the respondent. If the Committee finds substantial cause to determine that a violation has occurred, the Committee may negotiate a settlement with the respondent or set the matter for a hearing.

(e) Any settlement shall be a matter of public record and shall be filed with the Secretary of the Senate. If no settlement is reached, the Committee will hold open hearings, taking any relevant evidence that addresses the charges. The Committee may require the attendance and testimony of witnesses and the production of materials which the Committee deems advisable and may administer oaths and affirmations. The respondent shall receive reasonable notice of any hearing and shall be entitled to receive within a reasonable time before the hearing copies of all material before the Committee that is not otherwise exempt from disclosure under the Georgia Open Records Law; to secure counsel of his or her choosing; and to examine any witnesses who may be called by the Committee to appear at any hearing. The respondent shall also have the right to call witnesses and present evidence at any hearing. The Committee shall assure that all hearings are recorded. The Committee shall have the burden of proof. Both the Committee and the respondent shall be entitled to rebuttal. Upon completion of such hearing, the Committee shall issue a report of its findings and recommendations of action. The report and recommended action shall be a matter of public record and shall be filed with the Secretary of the Senate.

(f) The Committee on Ethics must find “clear and convincing evidence” in order to conclude that a violation of Part Four of Section One of these Rules has occurred.

(g) If the Committee on Ethics finds a Senator in violation of Part Four of Section One of these Rules, it may recommend a sanction or penalty including a letter of reprimand, to the Senate. The Senate may independently initiate action against a Senator pursuant to the Georgia Constitution, art. III, sec. IV, par. VII.

(h) If the Committee on Ethics finds a Senate staff member, aide, intern or volunteer in violation of Part Four of Section One of these Rules, it may recommend a sanction or penalty, up to and including dismissal, to the Administrative Affairs Committee. The Administrative Affairs Committee may implement the recommendation of the Committee on Ethics or take alternate action, including dismissing the complaint, issuing a lesser penalty or issuing a harsher penalty than that recommended by the Committee on Ethics.

(i) Persons who report to the Committee on Ethics regarding an alleged violation of Part Four of Section One of these Rules, or any other government entity regarding such violation, shall not be subjected to reprisal, retaliation, harassment, discrimination, or ridicule by Senators or staff, nor shall the confidentiality provisions contained herein be abridged.

#### **1-4.11 Distribution of Rules; Educational Seminars**

The Secretary of the Senate shall distribute a copy of Senate Rules to all Senators and staff. The Committee on Ethics shall, when deemed appropriate, conduct seminars or other educational programs designed to inform Senators, staff, or other interested parties of the provisions of these Rules, especially Part Four of Section One, as well as statutes relating to ethical standards and conduct, sexual harassment, and discrimination.

#### **1-4.12 Joint Legislative Ethics Committee Action**

(a) Any report received from the Joint Legislative Ethics Committee summarizing its activities and recommending legislation shall be distributed to the Committee on Administrative Affairs and to the members of the Senate Ethics Committee.

(b) Any order or report of employment related sanctions issued by the Joint Legislative Ethics Committee against a Senate employee shall be distributed to the Committee on Administrative Affairs.

(c) Any recommendation issued by the Joint Legislative Ethics Committee concerning an investigation of a member of the Senate shall be given to the Committee on Administrative Affairs and to the Chair of the Senate Ethics Committee.

## **PART 5: PUBLIC MEETINGS**

### **1-5.1 Open meetings**

(a) All sessions of the Senate and all meetings of Senate committees shall be open to the public, except by a majority vote of a quorum of a committee or subcommittee, a meeting may be closed to the public when the committee or subcommittee is

- (1) discussing the future acquisition of real estate,
- (2) discussing the appointment, employment, or dismissal of a public officer or employee or disciplinary action against such officer or employee, or
- (3) hearing complaints or charges brought against public officer or employee, unless the officer or employee requests that the meeting be open to the public.

(b) All meetings of the Committee on Assignments and the Committee on Administrative Affairs shall be closed to the public.

(c) All meetings of Committees of Conference shall be open to the public. The Conference Committee may establish rules for the conduct of its meetings not in conflict with the provisions of this rule.

## **SECTION TWO COMMITTEES**

### **PART 1: COMMITTEES—ORGANIZATION, DUTIES, AND RESPONSIBILITIES**

#### **2-1.1 Committee on Assignments**

(a) The Committee on Assignments shall be composed of the President of the Senate the President Pro Tempore of the Senate, and the Majority Leader and three Senators appointed by the President of the Senate. The President of the Senate or his designee shall serve as Chair of the committee. Actions of this committee shall be reported to the Senate by the President of the Senate as necessary. The meetings of this committee shall be closed to the public. The Committee on Assignments shall have such duties as the President of the Senate may assign to it at his or her discretion.

## **2-1.2 Committee on Administrative Affairs**

There shall be a Committee on Administrative Affairs composed of the President of the Senate, the President Pro Tempore, the Majority Leader, the Minority Leader, the Secretary of the Senate, and three members appointed by the President of the Senate. This Committee shall have the responsibility of employing, supervising, disciplining, and setting the compensation of all aides, secretaries and other personnel for the Senate, including the Senate Budget and Evaluation, Senate Press and Senate Research offices. The Committee shall supervise the purchase and allotment of supplies for the Senate. This Committee shall also supervise and approve all out-of-state travel of members of the Senate and staff.

## **2-1.3 Standing Committees; Number of Members**

(a) The President of the Senate shall appoint standing committees and the maximum number of Senators which may serve on that committee as follows:

AGRICULTURE AND CONSUMER AFFAIRS - 7  
APPROPRIATIONS - 30  
BANKING AND FINANCIAL INSTITUTIONS - 10  
ECONOMIC DEVELOPMENT - 12  
EDUCATION AND YOUTH - 10  
ETHICS - 13  
FINANCE – 10  
GOVERNMENT OVERSIGHT - 11  
HEALTH AND HUMAN SERVICES - 13  
HIGHER EDUCATION - 9  
INSURANCE AND LABOR - 9  
INTERSTATE COOPERATION - 5  
JUDICIARY - 11  
NATURAL RESOURCES AND THE ENVIRONMENT - 11  
PUBLIC SAFETY - 8  
REAPPORTIONMENT AND REDISTRICTING - 15  
REGULATED INDUSTRIES AND UTILITIES - 10  
RETIREMENT - 7  
RULES - 14  
SCIENCE AND TECHNOLOGY - 5  
SPECIAL JUDICIARY - 9  
STATE AND LOCAL GOVERNMENTAL OPERATIONS - 7  
STATE INSTITUTIONS AND PROPERTY - 7  
TRANSPORTATION – 10

## URBAN AFFAIRS - 12

## VETERANS, MILITARY AND HOMELAND SECURITY - 6

(b) The above limitations shall not apply when the President of the Senate appoints a Senator to committees if that Senator was duly elected in a special election.

### **2-1.4 Subcommittees**

The President of the Senate may create, in his or her discretion, within any standing committee, a subcommittee or subcommittees and appoint the membership and officers thereof, provided that the chairperson of a standing committee may appoint subcommittees in cases not provided by the President of the Senate. Nothing herein contained shall be construed to limit the authority of the standing committees or the officers thereof.

### **2-1.5 Committee Powers and Responsibilities**

(a) A committee may act upon a bill, resolution, or other matter when the Senate is in session or during a recess or adjournment after the opening day of a regular session and prior to the last day of that session. When a committee so acts during a day of recess or adjournment, the Secretary of the Senate may accept the report of the committee on such day, and the committee report shall be received and read by the Senate on the next day when the Senate is in session. A standing committee may not take official action after the adjournment sine die of a session and prior to the convening of the next session.

(b) No bill shall be reported to the Senate until it has been acted upon by the full standing committee, and all actions of any subcommittee shall be approved or disapproved by the standing committee.

(c) A committee cannot circumvent the provisions of the rules governing committees by suspending any rule or part thereof.

(d) Committees may establish rules of operation that are not in conflict with Senate Rules or the most current edition of Mason's Manual of Legislative Procedure.

## **2-1.6 Committee Reports**

(a) All reports of a committee shall be in writing, and the minority of a committee, signed by any member, may make a report in writing, setting forth succinctly the reasons for their dissent.

(b) If the report of a committee is favorable to the passage of a General bill or resolution, the same shall be given a second reading without question, and any Local bill or resolution shall be placed on the Local Consent Calendar.

## **2-1.7 Committee Meetings**

(a) In order to secure adequate quorums, standing committees shall meet at a time and place scheduled and designated by the Secretary of the Senate and approved by the Committee on Administrative Affairs; a list of the committee meetings, stating their time and location, shall be posted by 10:00 a.m. on the Friday preceding the week of the scheduled meetings. A Chairman may request in writing directed to the Secretary of the Senate additional meetings if the request is made no later than twenty-four (24) hours prior to the scheduled meeting. A Chairman may cancel a meeting by notifying the Secretary of the Senate in writing no later than twenty-four (24) hours prior to the scheduled meeting. However, if no agenda for the meeting has been posted or distributed, the meeting may be canceled by notifying the Secretary of the Senate in writing one (1) hour prior to the meeting; the request will be immediately adjudicated. There shall be no standing committee meetings in the Senate Chamber except a scheduled public hearing.

(b) The Committee on Assignments and the Committee on Administrative Affairs shall be exempt from the requirements of paragraph (a). The Committee on Rules shall also be exempt from the requirements of paragraph (a) except for meetings where the Committee on Rules is discussing legislation or other legislative matters referred to it directly by the President of the Senate.

(c) No standing or interim committee or subcommittee of the Senate shall officially meet at any place within the State where any citizen of the State is denied admittance on the basis of religion, race, creed, nationality, or sex or on property belonging to any private club, organization, or association in which any citizen is denied membership on the basis of religion, race, creed, nationality, or sex; except a correctional facility may be exempt if security requirements demand.



(d) The chair of each standing committee or subcommittee shall arrange to have minutes kept of the meetings of the committee or subcommittee and shall see that proceedings of all meetings are reduced to writing. This record shall show:

- (i) the time and place of each meeting of the committee,
- (ii) the attendance of the committee members,
- (iii) an accurate record of all votes taken,
- (iv) the number of all bills acted upon,
- (v) all motions and results,
- (vi) any appearances by any persons other than members of the committee,
- (vii) the date and time the committee convened and adjourned,
- (viii) and such additional information as the committee shall determine.

Committee minutes shall be subject to correction only if authorized by a majority vote of the committee.

(e) All committee reports shall be prepared under the direction of the Chairman and no committee report shall be offered unless signed by the Chairman of the committee or the person acting as Chairman when the bill was voted upon.

(f) Any member may file a statement from the Chairman of a committee whose meeting he or she (the committee member) is attending to be included in the roll call portion of the minutes of any other committee meeting held at an overlapping time that he or she was absent because he or she was attending another standing committee meeting of which he or she is a member.

### **2-1.8 Committee Quorum**

Each standing committee at its first organizational meeting for the term shall set the number of members required for a quorum; however, the quorum shall not be set at less than a majority of the membership of the committee. Ex-officio members shall not be counted in setting the number of members required for a quorum for any committee but shall count as a voting member for purposes of establishing a quorum at any given meeting.

### **2-1.9 Attendance and Testimony by Sponsor of Bill**

The committee shall not vote on any bill until the author or his or her designee has been given the opportunity to appear and be heard. Each committee shall provide in writing the details for carrying out the provisions of this paragraph.

### **2-1.10 Rules Committee; Calendar; Special Rules**

(a) The Committee on Rules shall arrange and fix the calendar for each day's business for the last 35 days of each regular session of the General Assembly. The Committee shall post the calendar as soon as practicable following the setting of the calendar.

(b) The Committee on Rules may refer any bill or resolution before it back to the committee which has reported out such bill or resolution or to any other committee selected by the Committee on Rules.

## **PART 2: COMMITTEE OFFICERS**

### **2-2.1 Appointment of Chair, Vice-Chair and Secretary**

The President of the Senate shall appoint as officers a Chairman, a Vice-chairman, and a Secretary for all standing committees and a Chairman of standing subcommittees. The President of the Senate may remove a Senator from any appointed Committee officer position at any time for any reason.

### **2-2.2 Chair, Vice-Chair; Vote**

The Chairman or the Senator presiding in the place of the Chairman shall not vote unless the committee shall be equally divided or unless his or her vote if given in the minority will make the division equal. In case the vote is equally divided, the Chairman or the Senator acting in his or her place must vote.

### **2-2.3 Powers of the Chair**

The principal duties of the Chair of a committee are:

- (i) To call the committee to order at the time provided by these Rules;
- (ii) To preside over meetings of the committee and recognize members and speakers;
- (iii) To preserve order and decorum and to have general control of the committee room;
- (iv) To prepare or supervise the preparation of reports of the committee;
- (v) To decide all questions of order.

### **2-2.4 Vice-Chair's Duties**

A Vice-Chairman may preside in the absence of the Chairman if the Chairman

is incapacitated and the Vice-Chairman is directed to preside by the Secretary of the Senate or if he or she is directed by the Chairman to preside. The presiding officer of the committee shall be recorded in the Committee Report.

## **PART 3: COMMITTEE MEMBERS**

### **2-3.1 Membership**

(a) Each Senator shall be appointed to serve on four committees provided for in this Rule. Membership on the Committee on Assignments or the Committee on Administrative Affairs shall not count as one of the four committees. Membership on the Committee on Ethics, the Committee on Government Oversight, the Committee on Urban Affairs, and the Committee on Reapportionment and Redistricting shall not count as one of the four committees, except that the Chairmen of these committees shall count the committee as one of his or her four committees.

(b) After the public announcement of the standing committees and subcommittees, no other Senators shall be placed thereon; except when Senators have been elected to fill vacancies caused by death or resignation from the Senate.

(c) Once a Senator is appointed to a standing committee, except for the Committee on Rules, he or she shall not be removed from that committee during that term of office to which he or she was most recently elected unless removed by the President of the Senate pursuant to Rule 2-3.3. Members of the Committee on Rules and appointed members of the Committee on Assignments and the Committee on Administrative Affairs may be removed at any time for any reason by the President of the Senate.

### **2-3.2 Ex-officio Members**

(a) In addition to the members otherwise provided for on any committee, the President of the Senate may add one or more ex-officio members to any committee. Ex-officio members shall count as a voting member for purposes of determining whether a quorum is present at any given meeting and may vote on any matter before the committee. The limitations provided by Rules 2-1.3 and 2-3.1 shall not apply with respect to such ex-officio memberships.

(b) Ex-officio members may be removed from a standing committee at any time for any reason by the President of the Senate.

### **2-3.3 Attendance**

(a) Every member of a committee shall be in attendance during each of its meetings.

(b) Failure to attend three (3) consecutive meetings, unless excused from attendance in the Senate on those days as provided in these Rules or unless he or she has filed a statement pursuant to Rule 2-1.7(f), shall be cause for removal from the committee by the President of the Senate.

## **PART 4: COMMITTEE VOTING**

### **2-4.1 Voting; Call for the Yeas and Nays**

Upon the call for the Yeas and Nays, if one-third of the committee members present sustain the call, the roll call shall be taken and recorded.

### **2-4.2 Votes by Proxy and Abstentia Prohibited**

No member of any committee shall be allowed to vote by proxy. Members may not abstain from voting unless the member or any member of the Senator's immediate family has a direct pecuniary interest in the result of such vote which interest is distinct, unique or peculiar to the Senator or the Senator's immediate family.

## **PART 5: COMMITTEE MOTIONS AND PRECEDENCE**

### **2-5.1 Motions; How Made**

All motions in standing committees shall receive a second before being put by the presiding officer.

### **2-5.2 Motions; Do Pass; Do Not Pass; Effect**

A "do pass" motion that fails does not automatically give a "do not pass" recommendation, nor does a "do not pass" motion which fails give an affirmative recommendation. A "do not pass" motion which passes is considered unfavorably reported by the Committee and may not be taken up by the full Senate.

### **2-5.3 Motions; Precedence**

When a bill or resolution is before the committee for consideration, the following shall be the precedence of the motions:

1. a motion that a bill do pass;
2. a motion that a bill do not pass;
3. a motion to postpone to a time certain;
4. a motion to refer a bill to a subcommittee.

## **PART 6: COMMITTEE DECORUM AND DEBATE**

### **2-6.1 Committee Testimony; Recording; Transcripts**

Testimony before the committee may be recorded at the discretion of the committee; however, any additional paid personnel to take testimony must be approved by the Committee on Senate Administrative Affairs. Transcription of any recorded testimony shall be made or released only upon the written direction of the committee or the Secretary of the Senate when the Senate is not in session.

### **2-6.2 Appeals**

Appeals from the ruling of the Committee Chairman shall be in order if seconded. Procedure in committee following an appeal which has been properly seconded shall be the same procedure followed in the Senate.

## **PART 7: COMMITTEE OF THE WHOLE**

### **2-7.1 Process**

The Senate may resolve itself into a Committee of the Whole by a majority of those voting, provided that the total vote constitutes a quorum, on motion of a member made for that purpose; provided, further, that notice of intention to make such motion shall be given during the session of the preceding day. Individual speeches on such motion shall be limited to three minutes. If such notice shall not have been given, the motion shall prevail if it shall receive the affirmative votes of two-thirds of those voting; provided that the two-thirds shall constitute a majority of all the members elected to the Senate. Provided, further, that whenever the Senate, by its own vote, shall commit any bill or

resolution to the Committee of the Whole, and, subsequently, a motion shall be made to resolve the Senate into a Committee of the Whole to consider such bill or resolution, and such motion shall be lost, the said motion shall not be again renewed; but it shall be the duty of the President to require the Secretary of the Senate to read the bill or resolution again at the following day's session under the order of introduction of new matter or reading of bills the first time, and to refer such bill or resolution to the appropriate committee unless otherwise ordered by the Senate.

### **2-7.2 Presiding Officer**

In forming a Committee of the Whole the President of the Senate shall leave the Chair, and the President Pro Tempore or his or her designee shall preside.

### **2-7.3 Quorum**

The Committee of the Whole shall not proceed with the business before it whenever a vote on any question shall disclose the fact that no quorum of the Senate is present. Whenever it is suggested that a quorum is not present, the President Pro Tempore or his or her designee shall satisfy himself or herself of the fact by actual count of the Committee and shall report the same to the Committee; and the President Pro Tempore or his or her designee shall, on his or her own motion, order that the Committee immediately rise, and he or she shall report the fact of the absence of a quorum to the Senate.

### **2-7.4 Reading of Bills; Order of Debate**

In the Committee of the Whole, bills shall be first read throughout by the Secretary of the Senate, and then again be read or debated by clauses, or sections, leaving the preamble to be last considered, unless otherwise ordered.

### **2-7.5 Applicability of Senate Rules; Limitations; Powers**

(a) The Rules of the Senate shall be observed by the Committee of the Whole, so far as they may be applicable, except that the Committee of the Whole cannot refer a matter to any other committee; it cannot adjourn; the previous question cannot be enforced; a motion to lay on the table or indefinitely postpone shall not be in order; a member may speak as often as he or she may obtain the floor; no call of the Senate shall be in order; and no votes shall be taken by yeas and nays.

(b) While in the Committee of the Whole, any papers in the possession of the Senate may be called for by any member, and read by the Secretary of the Senate for the information of the Committee, unless the Committee shall otherwise order.

(c) During any meeting of the Committee of the Whole, the President Pro Tempore or his or her designee shall have power to have the galleries or lobbies cleared in case of any disorderly conduct therein.

(d) A Committee of the Whole cannot punish disorderly conduct of its members, but must report the same to the Senate for action thereon.

#### **2-7.6 Voting Responsibilities of Members**

In the Committee of the Whole all members shall vote on all questions before the Committee, unless excused.

#### **2-7.7 Limits on Debate**

If, at any time in the Committee of the Whole, it shall be desired to close the debate, or to limit the time to be allowed members for speaking, the Committee may rise and report its desire to the Senate, and the Senate shall take such action thereon as it may see fit, by a resolution. Said resolution shall apply only to the subject matter before said Committee. When said resolution has been agreed to or refused by the Senate, the action of the Senate shall be deemed the sense of the Committee, and the Senate may then, on motion, again resolve itself into a Committee of the Whole and continue the consideration of the subject.

#### **2-7.8 Motion to Rise, Report Progress, and Ask Leave to Sit Again**

(a) In the event that a Committee of the Whole at any sitting, for want of time, shall fail to complete any matter under consideration, it may, on motion, at any time, rise, report progress, and have leave to sit again, generally, or at a day certain.

(b) A motion "that the Committee rise, report progress, and ask leave to sit again" may be made at any time, when the Senator making such motion can legitimately obtain the floor, and shall take precedence over all other motions, and shall be decided without debate. When the motion prevails, the Committee

shall immediately rise. When the regular hour for adjournment of the Senate arrives, the Committee shall automatically rise, and the President of the Senate shall assume the Chair.

#### **2-7.9 Report of a Committee of the Whole**

(a) When the Committee of the Whole has disposed of bills, resolutions, or other measures before it, by motion and question, it shall arise, and the President Pro Tempore or his or her designee shall be instructed to report the action of the Committee to the Senate. At this point the President of the Senate shall resume his or her seat, and the President Pro Tempore or his or her designee shall return to the floor and shall state in substance as follows: "Mr. President, the Committee of the Whole Senate has had under consideration (naming what) and has instructed me, as its Chairman, to report the same back to the Senate, with the recommendation that the same 'do pass,' 'do pass by substitute,' or 'do pass as amended,' or 'do not pass,'" as the case may be.

(b) The President shall receive this report and repeat the same, and the matter shall then be before the Senate for action, just as though reported by any other committee.

#### **2-7.10 Amendments by a Committee of the Whole**

(a) Amendments offered to an amendment in the Committee of the Whole shall not be reported to the Senate, but the report shall contain only the result of the Committee's action on the bill, resolution, or measure under its consideration.

(b) Amendments proposed by the Committee of the Whole may be amended or rejected by the Senate, and matters stricken out by the Committee may be restored by the Senate.

#### **2-7.11 Recording of Proceedings**

The proceedings of the Committee of the Whole shall not be recorded in the Journal of the Senate, except so far as reported to the Senate by the Chairman of said Committee.



## **PART 8: COMMITTEE OF CONFERENCE**

### **2-8.1 Membership**

Whenever any member moves that a Committee of Conference be appointed, on disagreeing votes or other matters of the two Houses, and said motion prevails, the President shall appoint three (3) members for the Committee, who voted in the majority on the position assumed by the Senate, if such vote has been had.

### **2-8.2 Powers**

The Committee of Conference may consider the whole subject matter embraced in a bill, resolution, or other matter before it, and may recommend recision by either House, new amendments, new bills and resolutions, or other germane changes, unless instructed otherwise by the Senate on motion, before the members of the Committee of Conference are appointed.

### **2-8.3 Reports; Approval; Distribution; Time of Consideration**

(a) A report of a Committee of Conference must be approved by a majority vote of the entire membership of the Committee before the report may be transmitted to either the Senate or the House.

(b) All Committee of Conference reports shall be printed and distributed to the Senators one hour prior to consideration of the same, except that after the thirty-ninth (39th) day of any regular session the same may be dispensed with by a two-thirds (2/3) vote of all the members elected to the Senate.

### **2-8.4 Time Limit; Discharge; Appointment of New Members**

After a Committee of Conference has been in existence for five (5) days and has failed to make a report to the Senate on the question under consideration, the Senate, on motion and by a majority vote of all members elected to the Senate, may discharge the Senate conferees and appoint new conferees, instruct said Senate conferees, or make any other motion not contrary to the Rules of the Senate. Provided, that during the last five (5) days of the session, the above motions may be made and passed at any time, but not more often than every twenty-four hours.

## **2-8.5 Germaneness of Reports**

The President, upon point of order being made, shall decide whether in his or her opinion a Conference Committee report is germane to the original bill or resolution, and such Conference Committee report shall be ruled out of order. The effect of such ruling if not appealed from or if appealed from and the appeal not sustained, shall be the same as a vote of the Senate to reject, and as such the Secretary shall so report it to the House. Such point of order shall take precedence over a motion to adopt.

## **2-8.6 Final Passage**

Any Conference Committee report must be adopted by the vote required to pass the bill, resolution, or matter under consideration.

# **SECTION THREE BILLS, RESOLUTIONS, AND CONFIRMATIONS**

## **PART 1: GENERAL BILLS AND RESOLUTIONS**

### **3-1.1 Form of Bills**

(a) All bills and resolutions shall have the name of the Senator or Senators introducing the same, as well as the district or districts represented, endorsed in ink on the bill back of the bill. There shall also appear on the back of the bill, the title or a brief summary thereof.

(b) No bill shall pass which refers to more than one subject matter or contains matter different from what is expressed in the title thereof. (Ga. Const., art. III, sec. V, par. III.)

(c) No law, or section of the Code shall be amended or repealed by mere reference to its title or to the number of the section of the Code; but the amending or repealing Act shall distinctly describe the law or Code Section to be amended or repealed as well as the alteration to be made. (Ga. Const., art. III, sec. V, par. IV.)

### **3-1.2 Introduction of Bills**

(a) No bill or resolution requiring the concurring vote of the House for passage shall be introduced unless the same shall have been filed in the office of the Secretary before 4:00 p.m. on the previous day.

(b) No general bill or resolution, including any House bill or resolution, having the effect of law shall be introduced or read the first time and referred to any committee after thirtieth (30<sup>th</sup>) day of any regular session. The provisions of this paragraph shall in no case be suspended except by a two-thirds (2/3) vote of the members to which the Senate is entitled.

(c) All bills for raising revenue, or appropriating money, shall originate in the House of Representatives. (Ga. Const., art. III, sec. V, par. II.)

(d) All resolutions which may appropriate money out of any funds shall be treated in all respects, in the manner of introduction and procedure, as bills; they shall originate in the House of Representatives, and shall receive three readings previous to their passage, but the Senate may propose or concur in amendments.

(e) To introduce a bill or resolution, a member shall file an original and one copy with the Secretary of the Senate. All original and duplicate bills and resolutions shall show an “01” and “02” respectively stamped in red on the back side of the last page.

### **3-1.3 Distribution of Bills**

The Secretary of the Senate shall, as soon as possible after any bill or resolution is filed in his or her office, print for distribution and release a copy thereof to the internet. Whenever any such bill or resolution of general application shall be reported back by the committee to which it was referred with the recommendation that it do pass as amended, the Secretary of the Senate shall print for distribution and release a copy thereof to the internet. No bill or resolution of general application shall be placed for passage unless copies of the same and any committee amendments shall have been printed and placed in each Senator’s calendar book prior to consideration for passage. The Senate may at any time by the vote of a majority of those voting, provided the total vote constitutes a quorum, suspend action upon any pending bill or resolution of general application until all amendments offered on the floor of the Senate shall have been printed and distributed to the Senators.

### **3-1.4 Fiscal Notes**

(a) Any general bill having a significant impact on the anticipated revenue or expenditure level of any state agency, authority, board, council, committee, bureau, or commission must be introduced no later than the twentieth day of the session. The sponsor of such legislation must request a fiscal note from the Office of Planning and Budget and the Department of Audits and Accounts by November 1. Members-elect must request a fiscal note by December 1. (O.C.G.A. 28-5-42)

(b) Failure to request a fiscal note by November 1 or December 1 will preclude consideration by the Senate unless the committee to which a bill is assigned determines, on a specific motion, for waiver, that the bill has a significant impact, waives the November 1 or December 1 deadline, requests a fiscal note from the director of the Office of Planning and Budget and the state auditor and the chair of the committee suggests a preferred order of completion to guide the director of the Office of Planning and Budget. (O.C.G.A. 28-5-42)

(c) If any bill having a significant fiscal impact is introduced after the twentieth day, it shall not be considered or acted upon by the Senate. The President of the Senate shall decide whether a bill which is introduced falls within this category. (O.C.G.A. 28-5-42)

(d) Fiscal notes shall include a reliable estimate in dollars of the anticipated change in revenue or expenditures under the provisions of the bill. It shall also include a statement as to the immediate effect and, if determinable, the long-range effect of the measure. The fiscal note shall not express opinion relative to the merits of the measure, but may identify technical or mechanical defects. (O.C.G.A. 28-5-42)

(e) No substitute or amendment to any bill shall be offered which changes the version of the bill on which the most recent fiscal note was submitted until a new fiscal note covering the provisions of the substitute or amendment is supplied to the Secretary of the Senate and made available to all members.

(f) No bill shall be put upon its passage, nor shall any House amendment, House substitute or Conference Committee report to a bill, if said Conference Committee report changes the bill from its version as passed by the Senate, be adopted, until an adequate fiscal note covering the bill, or covering the House amendment, House substitute or Conference Committee report is supplied to the Secretary of the Senate and made available to all members.

(g) The provisions of this rule that are not in conflict with the Georgia Fiscal Note Act may be suspended by a two-third's vote of the members elected to the Senate by a roll-call vote.

### **3-1.5 Receipt of House Bills on the 30<sup>th</sup> day**

When a general bill or resolution is received from the House during a period when the Senate is in recess on the thirtieth (30<sup>th</sup>) day of a regular session, the bill or resolution may be read and referred to a standing committee by the President of the Senate during such period of recess. The Secretary of the Senate shall maintain a public listing of all bills so read and referred. Any Senator who desires to move to engross any such bill or resolution must serve written notice of his or her intention to do so by delivering such written notice to the Secretary before midnight of that thirtieth (30<sup>th</sup>) day. When notice is so given, further proceedings on a motion to engross shall be as provided in Rule 6-9.1(b), except as otherwise provided in this rule.

### **3-1.6 Possession of Bills**

(a) The original of any bill or resolution shall be for the exclusive use of the Senate and the committee to which it is assigned and shall be the official bill or resolution of the Senate, and shall not be subject to any other use. The duplicate of any bill shall be retained by the Secretary of the Senate, subject to use for information.

(b) The engrossed copies of all bills and of all resolutions intended to have the effect of law passed by either house of the General Assembly shall be preserved by the Secretary of the Senate and the Clerk of the House of Representatives and deposited in the office of the Secretary of State. The enrolled copies of all bills and of all resolutions intended to have the effect of law, which, when signed by the Governor, become enrolled Acts, shall be deposited in the office of the Secretary of State. The Secretary of State shall provide for the publication of such Acts. (O.C.G.A. 28-1-11)

(c) No Committee or Senator shall amend a bill, resolution, or other paper by writing on or defacing the paper, but shall report any amendment recommended, on a separate paper, noting the section, page, or line to which said amendment relates.

### **3-1.7 Withdrawal of Bills**

Any bill or resolution may be withdrawn by the primary author at any stage thereof by consent of the Senate by majority vote.

### **3-1.8 Failed Bills; Prohibition Against Being Proposed Again**

No bill or resolution intended to have the effect of law which shall have been rejected by either house shall again be proposed during the same regular or special session under the same or any other title without the consent of two-thirds of the house by which the same was rejected. (Ga. Const., art. III, sec. V, par. XII.)

## **PART 2: LOCAL BILLS**

### **3-2.1 Local Bills; General**

(a) The term "local bill" means any bill for which a notice of intention to introduce a local bill has been advertised as provided for in Code Section 28-1-14, and every resolution intended to have the effect of local law. The term "local bill" shall not include any bill listed in paragraphs (1) through (6) of subsection (c) of Code Section 28-1-15, relating to population bills.

(b) No local bill shall become law unless notice of the intention to introduce such bill shall have been advertised in the newspaper in which the sheriff's advertisements for the locality affected are published one time before the bill is introduced. Such advertisement must be not more than 60 days prior to the convening date of the session at which the bill is introduced. After the advertisement has been published the bill may be introduced at any time during that session unless the advertisement is published during the session, in which event the bill may not be introduced before Monday of the calendar week following the week in which the advertisement is published. A copy of the notice as it was advertised and an affidavit stating that the notice has been published as provided by this Code section shall be attached to the bill and shall become a part of the bill. Such affidavit shall be made by the author of the bill. (O.C.G.A. 28-1-14)

(c) A local bill may be assigned to the Committee on State and Local Government Operations or any other committee as local legislation or general legislation. If assigned as local legislation, upon the favorable report of the Committee to which it was assigned, the bill shall be placed on a Local Consent Calendar, but not before the second day after introduction.

### **3-2.2 Approval by Local Delegation**

(a) In order for local legislation to be favorably reported by the State and Local Governmental Operations Committee, such legislation must be signed by a majority of the Senators representing the political subdivision affected by such legislation. If an even number of Senators representing multi-member political subdivisions are equally divided on any local bill or resolution, the legislation may be considered by the State and Local Governmental Operations Committee on its merits, and the committee may report the legislation to the Senate with the recommendation that it "do pass" or "do not pass."

(b) For the purpose of determining which Senator or Senators represent a political subdivision, the Senator's district must include all or a portion of the geographical area of the political subdivision affected by the local legislation. Annexation bills shall be assumed to affect other municipalities and the county in which they are located. If an annexation bill affects more than one senatorial district, the bill must be signed by the Senate delegation representing all the affected counties and municipalities.

(c) Approval of local legislation shall be evidenced by a Senator's signature and senatorial district in the designated place on the legislation. Once a bill has been signed the signature is permanent and cannot be removed; however, any Senator retains the right to object under the provisions of Senate Rule 4-2.9.

## **PART THREE: CONFIRMATIONS**

### **3-3.1 Confirmations; Procedure**

(a) Upon receiving nominations by the Governor that require Senate confirmation, the President of the Senate shall immediately refer such nominations to one or more standing Committees and shall instruct the Secretary of the Senate to notify the Senate that such nominations have been received. However, no nominations may be considered by the Senate until the expiration of seventy-two (72) hours after receipt thereof by the President of the Senate, or until the expiration of forty-eight (48) hours after being referred to the committee. The Secretary of the Senate shall make such nominations available for review by any Senator. The Chair of the Committee or Committees to which the nominations were assigned shall cause such nomination or nominations to be considered by the Committee within a reasonable period of time after receiving the nomination or nominations. The

Chair of the Committee or Committees to which the nominations were assigned shall then report the Committee's recommendations to the full Senate.

(b) Rule 3-3.1 may be suspended by a majority vote of the Senate during the last ten (10) days of the session.

(c) Upon the request of any Committee to which a nomination was assigned, any nominee must furnish to the Senate a resume of all business transactions that he or she has had with the State of Georgia during the period of the two years before the appointment.

## **SECTION FOUR ORDER OF BUSINESS AND CALENDAR**

### **PART 1: CALENDAR AND SCHEDULE**

#### **4-1.1 Sessions of the Senate**

The Senate and the House of Representatives shall organize each odd-numbered year and shall be a different General Assembly for each two-year period. The Senate shall meet in regular session on the second Monday in January of each year and may continue in session for no longer than 40 days in the aggregate each year. The Senate shall convene daily at 10:00 A.M. unless otherwise ordered by the Senate. The Senate shall meet at the state capitol. (Ga. Const., art. 3, sec. 4, par. 1; O.C.G.A. 28-1-2)

#### **4-1.2 Adjournment of Both Houses**

(a) Neither house shall adjourn during a regular session for more than three days or meet in any place other than the state capitol without the consent of the other. Following the fifth day of a special session, either house may adjourn not more than twice for a period not to exceed seven days for each such adjournment. In the event either house, after the thirtieth day of any session, adopts a resolution to adjourn for a specified period of time and such resolution and any amendments thereto are not adopted by both houses by the end of the legislative day on which adjournment was called for in such resolution, the Governor may adjourn both houses for a period of time not to exceed ten days. (Ga. Const., art. III, sec. IV, par. I (b).)



(b) By concurrent resolution, the General Assembly may adjourn any regular session to such later date as it may fix for reconvening. Separate periods of adjournment may be fixed by one or more such concurrent resolutions.

(c) If an impeachment trial is pending at the end of any session, the House shall adjourn and the Senate shall remain in session until such trial is completed. (Ga. Const., art. III, sec. IV, par. I(a), (c).)

## **PART 2: Order of Business**

### **4-2.1 Daily Order of Business**

1. Report of the Committee on the Journal.
2. Reading of the Journal.
3. Motions to Reconsider.
4. Confirmation of the Journal.
5. Introduction of Bills and Resolutions.
6. First Reading and Reference of Senate Bills and Resolutions.
7. First Reading and Reference of House Bills and Resolutions, which shall also be in order at any later time when no other business is pending.
8. Reports of Standing Committees.
9. Second Reading of General Bills and Resolutions.
10. Call of the Roll.
11. Recitation of the Pledge of Allegiance.
12. Prayer of the Chaplain.
13. Unanimous Consents.
14. Points of Personal Privilege.
15. Adoption of Privileged Resolutions.
16. Motions to withdraw bills or resolutions from one committee and commit to another committee.
17. Passage of Local Uncontested Bills and Resolutions.
18. Consideration of Local Contested Bills and Resolutions.
19. General Consent Calendar for Commemorative Resolutions.
20. Motions to Engross.
21. Third Reading and Consideration of General Bills and Resolutions.

### **4-2.2 Reports of the Committee on Rules; Messages**

(a) The report of the Committee on Rules shall be in order at any time, and messages from the Governor or from the House may be received under any order of business. Messages may be received at any time while the door is

open, except while a question is being put or a ballot or a voice vote is being taken.

(b) When a message is sent to the Senate, it shall be respectfully communicated in any written form to the Chair and all Senators by the Secretary of the Senate.

#### **4-2.3 Reading of the Journal**

(a) It shall be the duty of the Chairman of the Committee on Rules or his or her designee to read the Journal of each day's proceedings, and report to the Senate that the same is correct before the Journal is read by the Secretary.

(b) The reading of the Journal shall not be dispensed with, except by a vote of a majority of the members voting or by unanimous consent.

#### **4-2.4 Reading of Bills and Joint Resolutions**

(a) The title of every general bill and of every resolution intended to have the effect of general law or to amend this Constitution or to propose a new Constitution shall be read three times and on three separate days in each house before such bill or resolution shall be voted upon; and the third reading of such bill and resolution shall be in their entirety when ordered by the presiding officer or by a majority of the members voting on such question in either house. (Ga. Const., art. III, sec. V, par. VII)

(b) Before reading any bill or resolution the second or third time, the Secretary of the Senate shall distinctly state its number and the name of the Senator(s) by whom introduced. Provided, that the General Appropriations Bill shall have precedence on third reading over all other matters, even Special Orders, until final disposition of the said Bill.

(c) The General Assembly may provide by law for the procedure for considering local legislation. The title of every local bill and every resolution intended to have the effect of local law shall be read at least once before such bill or resolution shall be voted upon; and no such bill or resolution shall be voted upon prior to the second day following the day of introduction. (Ga. Const., art. III, sec. V, par. VIII)

#### **4-2.5 Reference of Bills**

Upon the introduction of any bill or resolution or other matter, requiring reference to a committee, the President of the Senate, shall as a matter of

course and without debate, report the reference of the bill to the proper committee.

#### **4-2.6 Order for Second (2nd) Reading; Second Reading After the 35th Day**

Any general bill or resolution shall be automatically passed to a second reading on the legislative day following the day the bill or resolution is reported by the committee to which it was referred. Except that after the thirty-fifth (35<sup>th</sup>) day of any regular session, every bill and resolution shall be read a second time on the same legislative day that the bill or resolution is reported by the committee to which it was referred. No debate shall be admitted upon any bill at the first or second reading.

#### **4-2.7 Roll Call**

(a) The electronic roll call system shall be used to call the roll of the Senators, who shall use the Yea switch to signify their presence.

(b) The roll call at the opening of each session of the Senate shall not be dispensed with, except by a majority vote of the Senators voting or by unanimous consent.

#### **4-2.8 General Consent Calendar for Commemorative Resolutions**

(a) All general commemorative resolutions shall be placed on a General Consent Calendar for Commemorative Resolutions. As used in this rule, the term "commemorative resolutions" means all resolutions that name or rename roads, streets, highways, parks, bodies of water, bridges, institutions, buildings, structures, and any other geographic landmark within one senatorial district. If the proposal involves naming or renaming such geographic landmark that extends beyond one senatorial district, the resolution is not appropriate for this calendar.

(b) The General Consent Calendar for Commemorative Resolutions must be placed on each Senator's desk at the time of the third reading and shall be read a third time by title and then put to the Senate for a vote on the electronic roll-call system as a group at the time provided in the order of business; and the question shall be whether all resolutions of the General Consent Calendar for Commemorative Resolutions shall pass.

(c) Before the time the General Consent Calendar for Commemorative Resolutions is put to a vote, if a member of the Senate objects in writing to the inclusion of any bill on the General Consent Calendar for Commemorative Resolutions, the general resolution on which the objection is made shall then be placed at the bottom of the calendar of bills of general application then in order for a third reading.

#### **4-2.9 Local Consent Calendar**

(a) All local bills on the Local Consent Calendar, which must be placed on each Senator's desk no less than one hour before the time of convening, shall be put to the Senate for a vote on the electronic roll call system as a group at the time provided in the order of business, and the question shall be whether all bills on the Local Consent Calendar shall pass.

(b) Before the time the Local Consent Calendar is put to a vote, if three members of the Senate, one of whose district is directly affected, object (in writing on forms furnished by the Secretary of the Senate) to the inclusion of any local bill on the Local Consent Calendar, the local bill on which the objection is made shall then be placed on the Calendar for "Local Contested Bills" which is next in the order of business.

(c) The number, authors, and title of each bill on the Local Contested Calendar shall be read, considered and voted on as provided in the rules for general legislation, except that the proponents and opponents shall each be limited to ten (10) minutes.

#### **4-2.10 Third Reading and Consideration**

(a) All bills and resolutions shall be called in the order in which they appear on the Rules calendar. On the days on which there is no Rules calendar, bills shall be called in numerical order. No general Senate bill or resolution having the effect of law shall be read the third time and put upon its passage or adoption after the thirtieth (30<sup>th</sup>) day of any regular session. No general House bill or resolution having the effect of law shall be read the third time and put upon its passage or adoption after the thirty-ninth (39<sup>th</sup>) day of any regular session except that this prohibition shall not apply to a bill or resolution which was laid on the table on the thirty-ninth (39<sup>th</sup>) day. The provisions of this paragraph shall in no case be suspended except by a two-thirds' (2/3) vote of the members to which the Senate is entitled.

(b) The Committee on Rules shall arrange and fix the calendar for each day's business for the last thirty-five (35) days of each regular session of the General Assembly. Such calendar shall be a standing and continuing special order during said period. No matter shall be taken up or acted on otherwise than in the order and manner fixed by such calendar, except by a three-fourths vote of those voting, provided such three-fourths constitutes a majority of the members elected to the Senate. This rule may not be suspended by a two-thirds vote of the Senate.

(c) All bills and resolutions shall be called in the order in which they appear on the Rules calendar. The President shall not recognize any Senator at any time for the purpose of asking unanimous consent to read any bill or resolution the second time, or to place any local bill or resolution on its passage. The President shall entertain but one unanimous consent at one time.

#### **4-2.11 Bills Placed on Desk; Calendar Changes**

No General bill or resolution shall be put for final passage unless the same has been put on a calendar and placed on each Senator's desk no less than one hour prior to the time of convening on the date of passage. The Secretary of the Senate shall put all bills which appear on the prepared calendar and which may be considered that day in order on the Senators' desks. The calendar can be changed by a vote of two-thirds of the Senators voting, provided such two-thirds constitutes a majority of the members elected to the Senate. Nothing in this Rule shall apply to local bills or local resolutions.

#### **4-2.12 Reference to More Than One Committee; Effect**

When a bill or a resolution has been referred to and reported by more than one committee or has been reported by and then committed to the same committee, the last committee report shall be acted on by the Senate; and in all cases the report of the Committee of the Whole shall be first acted on by the Senate.

#### **4-2.13 Disagreement with Committee Report on Third Reading**

When a bill or resolution, favorably reported by a committee is on its third, or last reading, if the report of the committee is disagreed to by the Senate, the bill or resolution shall be lost, unless the action of the Senate in disagreeing to the committee report is reconsidered within the proper time.

#### **4-2.14 Transmittal to the House**

No bill or resolution shall be transmitted to the House on the day of passage thereof unless two-thirds of the Senators voting, provided the total vote constitutes a quorum, shall so order. Provided, during the last three legislative days of any regular session, any bill, resolution, or other matter which requires action by the House shall be immediately transmitted to the House by the Secretary of the Senate. The Secretary shall also immediately transmit Senate Bills and Resolutions requiring House action on the thirtieth (30<sup>th</sup>) legislative day after any notice to reconsider is disposed of.

#### **4-2.15 Fixed Hour of Adjournment**

Whenever the hour of adjournment, as fixed by a prior resolution, shall arrive while the electronic vote of the Senate is being taken, the session shall continue until the vote is announced. If said fixed hour of adjournment shall arrive while the Senate is acting on the main question, after a motion for the previous question has been sustained, and before the voting machine is unlocked, the Senate shall stand adjourned by virtue of said prior resolution.

### **SECTION FIVE VOTING**

#### **5-1.1 Votes Required for Passage**

(a) No bill shall become law unless it shall receive a majority of the votes of all the members to which each house is entitled, and such vote shall so appear on the Journal of each house. (Ga. Const., art. III, sec. V, par. V.)

(b) In the event no specific vote is provided in these Rules for the passage of any Senate amendment, motion or procedural matters and on all other matters not otherwise provided for in these Rules, the vote for passage or adoption thereof shall be a majority of those voting, provided the total vote constitutes a quorum.

(c) As to all resolutions not otherwise provided for in these Rules, the vote for adoption shall be by a majority of the votes of all the members to which the Senate is entitled.

### **5-1.2 Quorum**

(a) A majority of the members to which the Senate is entitled shall constitute a quorum to transact business. A smaller number may adjourn from day to day and compel the presence of its absent members. (Ga. Const., art. III, sec. IV, par. III.)

(b) The power to compel the attendance of Senators, in order to keep or secure a quorum, shall be vested in the President, and to this end he or she may have the doors of the Senate closed. When the doors are so closed, no Senator shall be allowed to retire from the Senate without first obtaining leave from the Senate.

(c) The Sergeant at Arms of the Senate on order of the President may arrest any absentees and bring them before the Senate when necessary to secure a quorum.

### **5-1.3 Voting, General**

(a) No Senator shall be permitted to cast his or her vote on any motion, resolution, amendment, bill, or other question, until the question is put to the Senate by the President by voice vote, or division of the Senate, or until after the roll call has begun.

(b) The President's method of stating the question on any motion for a voice vote shall be as follows: "All those who favor the motion shall rise, stand and be counted"; after a count is had by the Secretary of the Senate, he or she shall call upon the Senators to "Reverse your position," and the President shall announce the result.

(c) In either house, when ordered by the presiding officer or at the desire of one-fifth of the members present or a lesser number if so provided by the rules of either house, a roll-call vote on any question shall be taken and shall be entered on the Journal. (Ga. Const., art. III, sec. V, par. VI.)

(d) Any Senator or the presiding officer may call for a division on any matter before the Senate, and the presiding officer may order a roll call or any Senator may call for the Yeas and Nays; if the call for the Yeas and Nays is sustained by five (5) of the members voting, the vote shall be taken by the Yeas and Nays and so entered on the Journal. A motion for the call of the Yeas and Nays shall be decided without debate.

(e) Whenever on any question the Yeas and Nays shall have been ordered, the Secretary shall also enter on the Journal the names of those members not voting.

#### **5-1.4 Final Passage**

(a) On the final passage of all bills and resolutions having the effect of law, the adoption of all Committee on Conference reports, or any action that would have the effect of finalizing the Senate's action on any general bill or resolution or confirmation, there shall be a recorded vote.

(b) The yeas and nays in the Senate shall be recorded and entered on the Journal upon the passage or rejection of any bill or resolution appropriating money and whenever the Constitution requires a vote of two-thirds of either or both houses for the passage of a bill or resolution. (Ga. Const., art. III, sec. V, par. VI.)

#### **5-1.5 Electronic Roll Call System**

(a) In all instances where the Rules, statutes or Constitution provide for the Yeas and Nays or a roll call, the electronic roll call system shall be used. The system shall be set so that it automatically locks and records the vote sixty (60) seconds after it is activated. When the presiding officer ascertains that the electronic roll call system is inoperative, he or she shall order the Secretary of the Senate to call the roll and the voice votes of each Senator recorded.

(b) The official roll call shall be printed by the electronic roll call system, and shall never in any way be altered or the votes recorded thereon changed.

(c) When the electronic roll call system is used, the voting procedure shall be: after the main question is put, the presiding officer shall state, "The question is on (designating the matter to be voted upon), all in favor vote Yea, and all opposed, Nay; the Secretary will unlock the machine"; after the machine is electronically locked and records the vote, the presiding officer shall announce the vote and declare the results.

#### **5-1.6 Debate Prohibited During Voting**

During a vote on any question, no debate shall be had.



### **5-1.7 Verification of Vote; Change of Vote**

(a) On the call of the Yeas and Nays by voice vote, the Secretary of the Senate shall read the names of the Senators after they have been called, and no Senator shall be permitted to change his or her vote, unless he or she, declares that he or she voted by mistake of the question. When the electronic roll call system is used, this Rule shall be inoperative.

(b) When the electronic roll call system is used, no verification of the roll call is required, but when a roll call vote is taken, it shall be verified unless suspended by unanimous consent. No Senator shall be permitted to change his or her vote for any reason.

### **5-1.8 Voting Prohibitions**

(a) No Senator or person shall vote for or attempt to vote for another Senator on any questions. Violation of this Rule shall be deemed to be disorderly behavior and subject to punishment as provided by the Constitution and Rules of the Senate. This Rule cannot be suspended by unanimous consent.

(b) No pairing of members shall be recognized or allowed as an excuse for not voting.

(c) In every case where the seat of a Senator is being contested, the sitting Senator and the contestant shall both retire from the Senate before the vote is taken.

(d) No Senator shall vote upon any question if the Senator or any member of the Senator's immediate family has a direct pecuniary interest in the result of such vote which interest is distinct, unique or peculiar to the Senator or the Senator's immediate family.

### **5-1.9 Explanation of Vote**

No member shall be permitted to explain his or her vote during a roll call; however, on all questions, except such as are not debatable, any Senator shall be permitted to explain his or her vote by reducing his or her explanation to writing in no more than two hundred-fifty (250) words. The writing shall not impugn the motives of any other Senator, and if filed with the Secretary of the Senate before the confirmation of the Journal on the day next succeeding such vote, shall be entered on the Journal of that day.

### **5-1.10 No Quorum Present**

(a) Whenever the result of a vote taken shall disclose the fact that no quorum of the Senate is present, or when the President shall officially state the fact to the Senate, it shall be in order for any Senator to make a motion for a call of the Senate. When such motion is made, the President shall state the question as follows: "Shall the motion for the call of the Senate prevail?" and if five of the Senators present shall vote in the affirmative, the President shall order the Secretary of the Senate to call the roll of Senators, and the absentees shall be noted. The doors shall then be closed, after which the names of the absentees shall again be called. Those who do not appear, and who are absent without leave, may, by order of the majority of the Senators present, be sent for and arrested wherever they may be found by officers to be appointed by the Sergeant at Arms for that purpose, and their attendance secured, and the Senate shall determine upon what conditions they shall be discharged.

(b) When less than a quorum vote on any subject under consideration by the Senate, the President may order the doors of the Senate be closed and the roll of Senators called by the Secretary, or recorded on the electronic roll call system. If it is ascertained that a quorum is present, either by answering to their names or by their presence in the Senate, the refusal of any Senator present to vote, unless excused, shall be deemed a contempt of the Senate.

## **SECTION SIX MOTIONS AND PRECEDENCE**

### **PART ONE: Motions Generally**

#### **6-1.1 Motions; How Made, Withdrawn**

(a) After a motion is stated by the President, or read by the Secretary of the Senate, it shall be deemed to be in the possession of the Senate, but may be withdrawn by unanimous consent at any time before decision.

(b) A motion made by any Senator need not be seconded.

(c) No Senator may make more than one motion at a time. While the motion is being put to the Senate he or she must resume his or her seat, and he or she is not entitled to the floor again unless recognized again by the President.

### **6-1.2 Motions; Precedence**

When any subject is before the Senate for consideration, or under debate, no motion shall be received except the following, to-wit:

- 1st- A motion to adjourn.
- 2nd- A motion to lay on the table.
- 3rd- A motion for the previous question.
- 4th- A motion to adjourn to a time definite.
- 5th- A motion to indefinitely postpone.
- 6th- A motion to postpone to a day certain.
- 7th- A motion to commit.
- 8th- A motion to amend.
- 9th- A motion to print.

Said motions shall have precedence in the order named.

## **PART TWO: MOTION TO ADJOURN**

### **6-2.1 Timing of Motion**

- (a) A motion to adjourn may be made at any time when the Senator making such motion can legitimately obtain the floor.
- (b) A motion to adjourn may be made after the motion for the previous question has been sustained. But when the Senate has voted that the "main question shall be now put," no motion to adjourn is in order, nor shall any motion to adjourn be in order after the Secretary has called the first name of the Yeas and Nays and a vote of one Senator has been given, or after the electronic roll call system is unlocked for voting, or after a division of the Senate has been had on a vote and the vote is in process of being counted and announced.

### **6-2.2 Motion Not Debatable**

A motion to adjourn is not debatable, nor shall said motion be made a second time until further progress has been made in the business before the Senate. A motion to adjourn in its simple form shall not be amended.

### **6-2.3 Motion to Adjourn to a Particular Day**

A motion to adjourn to a particular day, if made when the Senate is not actually engaged in other business, is debatable, and is amendable as to the

day or time proposed. Debate is confined strictly to the proposition to postpone and to show why one day or time is preferred over another.

#### **6-2.4 Simple Motion to Adjourn**

When a motion to adjourn in its simple form prevails, it adjourns the Senate to the next fixed sitting day or time.

### **PART THREE: MOTION TO TABLE**

#### **6-3.1 Effect of Motion**

If the motion to lay on the table prevails, it removes from the consideration of the Senate the measure, together with all the amendments attached to it at the time it is so removed.

#### **6-3.2 Timing of Motion**

(a) A motion to lay on the table may be made after the motion for the previous question has been sustained; but, when the Senate has voted that the "main question shall be now put," no motion to lay on the table is in order.

(b) A motion to lay on the table or to take from the table may be renewed from time to time when new business has intervened.

#### **6-3.3 Measures that cannot be Tabled**

(a) Nothing may be legitimately laid on the table excepting what may be taken up again.

(b) A motion to lay on the table shall not itself be subject to being laid on the table.

(c) No motion to lay an amendment on the table shall be in order.

#### **6-3.4 Motion not Debatable**

Neither the motion to lay on the table nor the motion to take from the table is debatable or amendable.

### **6-3.5 Removing Measures from the Table**

(a) When the proposition is taken from the table, it stands before the Senate in the exact form, with all the amendments pertaining to it, that it did at the time the motion to lay on the table prevailed.

(b) Any bill or resolution taken from the table shall take its place at the foot of the calendar of bills then in order for a third reading.

(c) A majority of a quorum voting may take from the table at any time when the Senate is not engaged on any other measure, any bill, resolution, or paper which has been ordered to lie on the table.

## **PART FOUR: MOTION TO INDEFINITELY POSTPONE**

### **6-4.1 Effect of Motion**

When a bill, resolution, or other measure is under consideration on the final reading thereof, a motion to indefinitely postpone, if decided in the affirmative by a majority of those voting, provided the total vote constitutes a quorum, thereby disposes of said bill, resolution, or other measure. A motion to indefinitely postpone, if passed, is subject to immediate reconsideration.

### **6-4.2 Precedence and Applicability of Motion**

While the motion to indefinitely postpone takes precedence over a motion to postpone to a day certain, or to commit or to amend, yet this motion cannot be applied to said motions, nor can it be applied to incidental questions, such as questions of order, reading of papers, withdrawal of a motion, and suspension of a rule.

### **6-4.3 Motion is Debatable**

The motion to indefinitely postpone lays open the whole question for debate, but the motion cannot be amended.

### **6-4.4 Motion Not Renewable**

No motion to indefinitely postpone shall be renewed on any bill, resolution, or other measure after the same has once been voted down.

## **PART FIVE: MOTION TO POSTPONE**

### **6-5.1 Applicability**

A motion to postpone to a day certain cannot be applied to subordinate or incidental questions, but only to the whole measure. It is amendable by substituting one day for another. If a day proposed is known to be beyond the limits of the session, the motion shall be treated as one to indefinitely postpone.

### **6-5.2 Debate on Motion**

On a motion to postpone a question to a day certain it is not in order to debate the merits of the question. Debate may be allowed, but it shall be confined strictly to the proposition to postpone and to show why one day is preferred to another. This motion cannot be renewed or made a second time to the same measure on the same day.

### **6-5.3 When in Order**

No motion shall be in order to postpone a bill or resolution on the daily or rules calendar until the bill or resolution has been read a third time.

### **6-5.4 Effect of Motion; Return to General Calendar**

Any bill or resolution postponed to a day certain shall take its place at the bottom of the calendar under which the Senate is operating on the day to which it was postponed; except that after the fifth day of any regular session, a bill or resolution postponed for the second time shall be placed on the General Calendar for the day to which it was postponed.

## **PART SIX: MOTION TO COMMIT**

### **6-6.1 Applicability**

(a) Motions to commit may be made to refer a bill, resolution, or other measure to a standing or special committee, or Committee of the Whole Senate.

(b) No motion shall be in order to commit a bill or resolution on the Rules calendar until the bill or resolution has been read a third time.

#### **6-6.2 Precedence**

A motion to commit to a standing committee takes precedence over a motion to commit to a special committee, and shall be voted on first. If a motion is made that a bill, resolution, or other measure be committed to the Committee of the Whole Senate, this motion shall be put before either of the above named motions.

#### **6-6.3 Debate of Motion**

On a motion simply to commit to a committee or to withdraw a bill or resolution from one committee and commit to another, the Senator making such motion shall be allowed three (3) minutes to explain his or her motion and one Senator shall be allowed three (3) minutes to oppose the motion. However, where instructions are added, the merits of the question may be debated.

#### **6-6.4 Timing**

No motion to withdraw a bill or resolution from one committee and commit to another shall be in order except at the time provided for in the order of business.

#### **6-6.5 Amendable**

A motion to commit may be amended by adding instructions, or by substituting another committee for the one named by the Senator making the motion.

#### **6-6.6 Vote Required for Passage**

Any proposition that has been referred to any committee, either standing or special, may, on motion, be committed to the same or any other committee by a majority of those voting, provided the total vote constitutes a quorum.

## **PART SEVEN: RECONSIDERATION**

### **6-7.1 Timing and Notice**

(a) Before any action can be reconsidered, notice of intention to so move must be given to the Senate during the legislative day on which the action sought to be reconsidered took place. The notice cannot be withdrawn and any Senator can move for reconsideration the following legislative day.

(b) When the Journal of the preceding day is read, any Senator may move for reconsideration of any matter therein contained, except such matter that has been previously reconsidered or transmitted to the House of Representatives.

(c) A notice of motion to reconsider a bill or resolution shall take precedence over a motion to transmit and shall have the effect of defeating the motion to transmit; except on the thirtieth (30<sup>th</sup>) day and during the last three (3) days of any regular session, a Senator must give notice immediately of his or her intention to move to reconsider, and the President or the designee of the President shall set a time during the day when the motion will be entertained, so stating the time to the Senate; the time shall be at the discretion of the President or the designee of the President, but not less than ten minutes. If the Senate is considering any other business at the time the motion to reconsider has been set to be entertained, the motion will be taken up upon conclusion of that business.

### **6-7.2 Debate of Motion**

On a motion to reconsider a bill or resolution, the debate is limited to three (3) minutes in support of such motion and three (3) minutes in opposition to such motion.

### **6-7.3 Reconsideration of Amendments**

The action of the Senate upon an amendment may be reconsidered at any time before final action upon the section, bill, or resolution to which it relates.

### **6-7.4 Limitations**

No matter shall be reconsidered more than once. A motion to reconsider shall not itself be subject to reconsideration.



### **6-7.5 Effect of Motion; Return to General Calendar**

All bills and resolutions reconsidered shall take their place at the foot of the calendar of bills then in order for a third reading; however, during the last thirty-five (35) legislative days of each session, a reconsidered bill or resolution which was passed or adopted shall take its place at the foot of the Rules Calendar, and a reconsidered bill or resolution which was defeated shall be placed on the General Calendar.

### **6-7.6 Vote Required for Passage**

A motion to reconsider shall be decided by a majority of those voting, provided the total vote constitutes a quorum.

## **PART EIGHT: MOTION FOR THE PREVIOUS QUESTION**

### **6-8.1 How Made; Precedence; Motion not Debatable**

The motion for the previous question shall be decided without debate, and shall take precedence over all other motions except motions to adjourn or to lay on the table. When it is moved, the first question shall be, "Shall the motion for the previous question be sustained?". If this is decided by a majority of those voting, provided the total vote constitutes a quorum, the motions to adjourn or to lay on the table, may still be made, but they must be made before the next question, to-wit: "Shall the main question be now put?" is decided in the affirmative. After said last question is affirmatively decided by a majority of those voting, provided that the total vote constitutes a quorum, said motions will be out of order, and the Senate cannot adjourn until the previous question is exhausted, the regular hour of adjournment arrives, or the Senate reconsiders its action.

### **6-8.2 When Motion is not in Order**

No motion to reconsider the action of the Senate in ordering the main question shall be in order after the Secretary of the Senate has called the first name on call of the Yeas and Nays and the vote of any member has been given, or after the electronic roll call system is unlocked for voting, or after a division of the Senate has been had on the vote and the vote is in process of being counted and announced; in such cases the roll call shall be completed, the vote counted, and the result finally announced.

### **6-8.3 Applicability**

The previous question may be called and ordered upon a single motion, or on an amendment, or it may be made to embrace all authorized motions or amendments, and include the entire bill.

### **6-8.4 Division of the Question**

(a) If a question contains two or more separate and distinct propositions, any Senator may demand that the question be divided into separate propositions.

(b) The Senator calling for a division must state what definite parts, and how many, he or she would have the question divided into. Each part of the divided proposition must be so distinct that if taken away the remainder can stand by itself as a consistent and entire unit.

### **6-8.5 Effect; Time for Debate of Main Question; Minority Reports**

(a) When the previous question has been ordered, the Senate shall then proceed to act on the main question without debate, except that before the main question is put, ten minutes shall be allowed to close the debate to the committee whose report of the bill or other measure is under consideration.

(b) In all cases where a minority report has been submitted on any matter, if the previous question is ordered, there shall be ten minutes allowed to the member whose name is first signed to said minority report, or to such member or members as he or she may indicate, for the time so allowed, or any part of it, before the ten minutes allowed to the Chairman submitting the majority report.

(c) A call of the Senate shall not be in order after the previous question is ordered, unless it shall appear upon an actual count by the President that a quorum is not present.

### **6-8.6 Order of Business after Main Question is Ordered**

(a) All incidental questions of order arising after a motion is made for the previous question, and pending such motion, shall be decided, whether on appeal or otherwise, without debate.

(b) The effect of the order that the "main question be now put," is to bring the Senate to a vote on pending questions in the order in which they stood before it was moved.

### **6-8.7 Reconsideration after Main Question is Ordered**

After the main question has been ordered, a motion to reconsider this action will, if adopted, have the effect to repeal the ordering of both the main question and the previous question, and will leave the pending measure again open to debate and amendment. The motion to reconsider the ordering of the main question can be made only once, and if lost, or if the main question is again subsequently ordered on the pending measure, no second motion to reconsider the ordering of the main question shall be entertained.

## **PART NINE: OTHER MOTIONS**

### **6-9.1 Motion to Engross**

(a) A motion to engross a bill or resolution may be made only at the times and in the manners prescribed in this rule and not at any other time or in any other manner.

(b) When the bill or measure is read for the first time, any member may orally serve notice that he or she intends to move to engross such measure. When such notice is served, the presiding officer shall suspend assignment of such measure to committee until the motion is disposed of as provided in this rule. When such notice has been served, any member may at the proper time make a motion to engross the measure. The proper time for such motion shall be immediately before the commencement of the third reading and consideration of general bills and resolutions. When a motion to engross is made, the motion shall be debatable. The debate is limited to ten minutes in support of such motion and ten minutes in opposition to such motion. No bill or resolution shall be engrossed except upon the affirmative vote of a majority of the members to which the Senate is entitled. In case of engrossment of a measure, the entry thereof shall be made by the Secretary of the Senate, and the measure shall not be amended or changed by the Senate in any manner thereafter. When the motion to engross has been disposed of, or if no motion is made at the proper time after service of notice, the President shall then proceed to refer the measure to the proper committee.

(c) Any member may make a motion to engross a bill or resolution regardless of whether notice has been served when the bill or resolution is read for the first time as described in paragraph (b). The proper time for such motion shall be immediately before the commencement of the third

reading and consideration of general bills and resolutions. When a motion to engross is made the motion shall be debatable. The debate is limited to ten minutes in support of such motion and ten minutes in opposition to such motion. A majority vote of the members to which the Senate is entitled is required to engross the bill. The effect of a motion to engross which has been passed is that no amendments to the bill shall be introduced or attached during the debate of such bill by the Senate.

(d) Any House amendment to any bill or resolution engrossed by the Senate shall also be considered engrossed in the Senate such that the Senate may not introduce or attach amendments to such House amendments but may only agree or disagree to the House amendment.

### **6-9.2 Motion to Take Up Out of Order; Special Orders**

(a) Every motion or request to take up general bills or resolutions out of their regular order and every motion or request for special orders shall be decided by a two-thirds' (2/3) vote of the members to which the Senate is entitled.

(b) Upon a motion by any Senator, a Special Order or a Special Order Resolution may be taken up by the Senate at any time following the conclusion of the current business before the Senate.

(c) Motions to change the order of business are not debatable.

### **6-9.3 Suspension of Rules**

(a) The rules of the Senate shall in no case be suspended or changed or the order of business changed except by two-thirds of the members voting, if such two-thirds constitute a majority of the members elected to the Senate, unless prohibited by any other rule of the Senate.

(b) Any request for unanimous consent to suspend the Rules shall be decided without debate.

### **6-9.4 Motions Containing New Matters**

Any motion not privileged, containing new matters, shall lie at least one day on the table.

### **6-9.5 Call of the Senate**

Upon the call of the majority of Senators, ordinary and extraordinary, the names of the absentees shall be noted by the Secretary of the Senate, and shall appear in the Journal with a notation of those previously excused.

## **SECTION SEVEN AMENDMENTS**

### **7-1.1 General Form; Notice; Manner of Consideration**

(a) There are three ways in which a proposition may be amended:

- 1st. By inserting or adding.
- 2nd. By striking out.
- 3rd. By striking out and inserting.

(b) All motions to amend any matter before the Senate must be in writing. They must plainly and distinctly set forth the amendment desired and the part of the bill or resolution where said amendment shall be inserted or added.

(c) Where blanks occur in any proposition, they must be filled first before any motion is made to amend.

### **7-1.2 Germaneness**

(a) No motion on a subject different from that under consideration shall be admitted under the pretext that it is an amendment.

(b) Any irrelevant amendment or amendment obviously offered for the purpose of delay shall be ruled out of order by the President.

### **7-1.3 Timing**

(a) After referral of a bill, and report thereof to the Senate, it may be amended before the report of the committee is agreed to by the Senate; but the amendments, if any, reported by the committee, shall be disposed of before any other amendment be considered, unless it be an amendment to a committee amendment.

(b) A substitute offered by a committee must be disposed of before any other substitute can be considered. No substitute can be offered to another substitute.

(c) An amendment cannot be offered after the report of the committee to which the bill or resolution under consideration was referred has been agreed to by the Senate, unless said action of the Senate, in so agreeing to said report of said committee, shall first be reconsidered.

#### **7-1.4 Precedence of Amendments**

On all questions, whether in committee or in the Senate, the first amendment, the most distant day, and the largest sum shall be put first.

#### **7-1.5 Amendments to Amendments**

An amendment is itself subject to be amended, in all three of the ways above mentioned, but it is not permissible to amend an amendment to an amendment.

#### **7-1.6 Substitutes**

(a) When a bill or resolution is before the Senate for consideration, and amendments are pending thereto, and a substitute shall be offered for said bill or resolution, and an amendment shall be offered to said substitute, it shall be in order for the Senate to perfect first the original bill or resolution, and then perfect the substitute. The question before the Senate shall be on agreeing to the substitute as amended, if it be amended; and, if decided in the affirmative, the question shall be: "Shall this bill pass," or "resolution be adopted," as the case may be, "by substitute."

(b) However, when the Senate adopts a substitute to any bill or resolution other than one offered by the committee from which the bill was last reported, passage of the bill shall be suspended at that time. The bill shall then be placed at the top of the General Calendar of the next meeting day of the Senate, at which time the previously adopted substitute shall stand automatically reconsidered and the substitute and the bill shall be before the Senate for consideration and passage. On and after the fifth (5<sup>th</sup>) legislative day of any regular session, the adopted substitute and bill shall be placed on the General Calendar, subject to being placed on the Rules Calendar by the Rules Committee. Any amendment offered by a Senator which contains more than three pages or is more than one-half the length, by lines or

words, of the document which it amends (whichever is less) shall be treated as a substitute for the purposes of this subsection.

(c) A substitute shall be treated as an amendment in these Rules unless it is clearly indicated otherwise. Provided, however, for the purpose of amending a Senate substitute, a substitute shall not be treated as an amendment.

#### **7-1.7 Amendments to the Title of a Bill or Resolution**

The title of a bill or resolution shall not be considered or amended until the measure has been perfected.

#### **7-1.8 Amendment by Paragraph**

(a) When a motion is made to amend by striking out a paragraph, any amendment offered to perfect the paragraph shall be put first before the question is put for striking it out. If a motion be made to strike out a part of a bill or resolution, a motion to amend the part proposed to be stricken out shall have precedence.

(b) When a motion is made to amend by striking out and inserting, the Secretary of the Senate shall read the amendment into the record.

(c) When a proposition consisting of several sections or resolutions is on a final reading, and the Senate shall agree to a motion to consider the same by sections or paragraphs, the Secretary of the Senate, in reading the same, shall pause at the end of each section or resolution; and the amendments thereto shall be offered as the several sections or resolutions are read. But the amendments offered by the committee to which said bill or resolution was referred shall be read by the Secretary without any motion being made. When a section or resolution shall have been considered, it is not in order to recur and amend it, unless first reconsidered.

#### **7-1.9 Amendments to Appropriations Bills**

Any amendment to the amount of an appropriation in an appropriations bill must include both the "reduction" and "addition" so that the total expenditure for the entire bill shall be unchanged.

### **7-1.10 House Amendments to Senate Bills**

(a) The questions which arise before the Senate respecting amendments by the House to a Senate bill or resolution are, in order of precedence:

1st- A motion to agree to the House amendment as amended by the Senate. This motion shall be considered to be out of order if the bill or resolution has been engrossed by the Senate pursuant to 6-9.1.

2nd- A motion to agree to the House amendment.

3rd- A motion to disagree with the House amendment.

4th- A motion to recede from the Senate's disagreement or amendment.

5th- A motion to insist on the Senate's disagreement or amendment.

6th- A motion to adhere to the Senate's disagreement or amendment.

(b) The President, upon point of order being made, shall state his or her opinion whether a House amendment to a Senate bill is germane. If in the opinion of the President the House amendment is not germane, it shall be ruled out of order. The effect of such ruling if not appealed from or if appealed from and the appeal not sustained, shall be the same as a vote of the Senate to disagree, and as such the Secretary shall so report it to the House. Such point of order shall take precedence over a motion to agree.

(c) When any bill or resolution which originated in the Senate has been amended in the House, and is before the Senate for action on the House amendment, one amendment may be offered in the Senate to the House amendment unless the bill or resolution has been engrossed by the Senate pursuant to Rule 6-9.1. A proposed Senate amendment to the House amendment may itself be subject to one amendment, and in this respect Rule 7-1.5 shall not apply.

(d) A House amendment to a Senate bill or resolution must be adopted by the vote required to pass the bill or resolution.



## **SECTION EIGHT DEBATE**

### **8-1.1 Recognition to Speak**

When any Senator is about to speak in debate or deliver any matter to the Senate, he or she shall rise from his or her seat and respectfully address himself or herself to "Mr. or Madam President." The President shall not recognize any Senator unless he or she shall address the Chair from his or her seat; provided, that the President shall not put a question or take any other action which would foreclose debate if any Senator, not at his or her seat, shall signify to the Chair that he or she wishes to be recognized, and shall immediately proceed to his or her seat for that purpose.

### **8-1.2 Presiding Officer's Power of Recognition**

When two or more Senators shall rise at the same time, the President shall name the Senator entitled to proceed.

### **8-1.3 Interruptions; When Allowed**

No Senator shall address the Senate, or interrogate a Senator who is speaking, except through the President. Should the Senator speaking decline to be interrupted, the President shall cause the Senator desiring to interrogate to be silent.

### **8-1.4 Private Conversations**

During any session of the Senate, the members of the Senate shall refrain from audible private conversation that disrupts the business of the Senate.

### **8-1.5 Reference to Private Conversations and Referral by Name Prohibited**

(a) No Senator shall refer in debate to any private conversation had with another Senator.

(b) Senators speaking shall not call other Senators by name but may designate them by their position on the floor or by the district they represent.

### **8-1.6 Senator Speaking; Rights and Prohibitions**

(a) No Senator shall, after debating any question, and before yielding the floor, be allowed to submit any motion, the effect of which would prevent further debate.

(b) No Senator shall be allowed to address himself or herself to any question, and then move to table the bill, resolution, or motion, or move the previous question thereon, without relinquishing the floor.

### **8-1.7 Limitation on Speaking**

(a) Any Senator shall be confined to matter in debate and shall not speak more than twice on any subject or more than once until every member choosing to speak shall have spoken.

(b) All individual speeches on bills and resolutions shall be limited to thirty minutes unless extended by a majority of those voting, provided the total vote constitutes a quorum. In computing the thirty minutes, the time consumed in asking questions will be considered. If a Senator consents to questions, the time consumed by the interruption will be included as part of the thirty minutes allotted that member.

(c) On all points of personal privilege, individual speeches shall be limited to five minutes.

### **8-1.8 Priority of Business**

All questions as to priority of business to be acted on shall be decided by the President without debate unless otherwise provided for in these Rules.

### **8-1.9 Control of Debate**

The President shall, at his or her discretion, suspend irrelevant debate and command silence whenever he or she may deem it necessary.

### **8-1.10 Usage of audio-visual equipment**

The President shall, at his or her discretion and subject to any guidelines as he or she might require, allow the author (first signer) of a bill or the Chair of the Committee which favorably reported a bill to use audio-visual presentations which are not disruptive to the business of the Senate during debate on such

bill. Such usage shall be considered part of the matter of debate and shall count toward any limitations on speaking detailed in Rule 8-1.7. All presentations shall be presented with dignity and shall be presented in a manner to ensure decorum.

#### **8-1.11 Roll Call**

The President may at any time order the roll called electronically on any question.

#### **8-1.12 Appeals**

(a) All appeals from the decisions of the President shall be made immediately before the next item of business is taken up. A motion of appeal of the decision of the President shall be decided immediately by a vote of the majority of the members to which the Senate is entitled.

(b) If a ruling is appealed, the question shall be: Shall the ruling of the President be sustained. The Ruling of the President shall be sustained unless a majority of the members to which the Senate is entitled vote against sustaining the ruling.

(c) On all appeals on questions of order of a personal character there shall be no debate.

#### **8-1.13 Protests**

Any Senator may have entered on the Journal a protest in writing against the action of the Senate. Said protest shall clearly and succinctly set forth the grounds of such protest. It shall not impugn the motive of the Senate or of any members thereof.

#### **8-1.14 Questions of Privilege**

Questions of privilege shall be, first, those affecting the rights of the Senate collectively, its safety, dignity, and the integrity of its proceedings; second, the right, reputation, and conduct of Senators individually, in their representative capacity only. Questions of privilege shall have precedence over all other questions. Provided, that when any matter is pending before the Senate, no question of personal privilege shall be acted on until the pending question is disposed of.

## **SECTION NINE DECORUM**

### **9-1.1 Senatorial Conduct**

When the Senate is in session, Senators shall conduct themselves at all times with dignity and in a manner to insure decorum in the deliberations of the body and shall be called to order by the President for activities to the contrary, including unnecessary conversation which is disruptive to the business of the session and inappropriate dress.

### **9-1.2 Contempt; Disorderly Conduct**

(a) The Senate may punish by imprisonment, not extending beyond the session, any person not a member who shall be guilty of contempt by any disorderly behavior in its presence or who shall rescue or attempt to rescue any person arrested by order of either House. (Ga. Const., art. III, sec. IV, par. VIII.)

(b) The Senate shall be the judge of the election, returns, and qualifications of its members and shall have power to punish them for disorderly behavior or misconduct by censure, fine, imprisonment, or expulsion; but no member shall be expelled except by a vote of two-thirds of the members of the house to which such member belongs. (Ga. Const., art. III, sec. IV, par. VII.)

(c) If any Senator, in speaking or otherwise, transgresses the Rules of the Senate, the President shall call him or her to order, in which case said Senator shall immediately sit down, unless permitted to explain. The Senate shall, if appealed to, decide whether to confirm the President's action. If the transgressor refuses to submit to the decision of the Senate calling him or her to order, for the first offense he or she shall be reprimanded; for the second offense he or she shall be fined in a sum not exceeding one hundred dollars; and if he or she continues to transgress the rules of the Senate, he or she may be expelled from the Senate by a two-thirds vote of the Senators, which vote shall be taken by Yeas and Nays.

(d) If any Senator shall be called to order for words spoken, the words excepted to shall be taken down in writing by the Secretary of the Senate and read back to the Senate. The words excepted to shall then be admitted, denied, or explained by the Senator who spoke them. Thereupon the questions of order shall be decided and such other proceedings taken as the Senate may deem proper in regard thereto. Provided, that if, at the time, the

Senate is acting under the previous question, such question of order, and other proceedings referred to, shall not be taken up for decision until after the previous question and the main question have been disposed of, or until such future time as may then be ordered by the Senate.

### **9-1.3 Introductions and Addresses to the Senate**

(a) At any time during a regular session the presiding officer may introduce the Governor or any member of the Georgia Congressional Delegation.

(b) No person or group, other than the Governor or any member of the Georgia Congressional Delegation, shall be allowed to address the Senate except at the will of the President.

(c) Senators may introduce or recognize persons or groups at any time before the Third Reading and Consideration of General Bills and Resolutions unless otherwise decided by the President.

(d) The President may permit Senators to bring persons on the floor of the Senate for recognition or photographs at his or her discretion and under any terms as he or she shall decide. Senators wishing to bring persons on the floor for recognition shall notify the Secretary of the Senate as soon as possible. The Secretary of the Senate shall develop, at the direction of the President of the Senate, policies and forms to implement this paragraph.

### **9-1.4 Persons Entitled to Admission to the Senate During Session**

(a) No person shall be allowed to enter upon the floor of the Senate when the Senate is in session except:

- (1) Senators and officers thereof,
- (2) Members of the House and House officers,
- (3) The Governor of the State,
- (4) The Lieutenant Governor,
- (5) Staff members of the Secretary of the Senate, Clerk of the House, and the Office of Legislative Counsel,
- (6) Former Senators, except those registered as lobbyists or who are presently employed by the State,
- (7) Staff members of the Office of the Lieutenant Governor, the Office of the President Pro Tempore, the Office of the Majority Leader, the Officer of the Minority Leader, the Senate Budget

and Evaluation Office, the Senate Research Office, and  
the Senate Press Office,  
(8) Such others as permitted by the President.

(b) No person shall be admitted on the floor of the Senate or in the South Anteroom who is engaged in lobbying or who is attempting to influence legislation.

(c) No person shall be admitted on the floor of the Senate who is engaged in lobbying or who is attempting to influence legislation during the 15 minutes prior to the time of convening and during the 15 minutes after adjournment and during any period of recess.

### **9-1.5 Doorkeepers**

Not more than twelve (12) Doorkeepers shall be employed during each day in which the Senate is in session. All doorkeepers shall wear their assigned uniform each day in which the Senate is in session and shall strictly enforce all Rules relating to admittance on the floor of the Senate or in the Senate Anterooms.

### **9-1.6 Secretaries, Interns and Aides**

(a) Secretaries and aides shall be admitted on the floor of the Senate for the purpose of delivering and receiving communications to and from Senators. They shall not remain on the Senate floor to perform work for any Senator, block the aisles, nor be seated in the Senate Chamber. They shall communicate only with the Senator for whom they work or with whom they have official business.

(b) Each Senator may select an aide (not paid by the Senate) by designating in writing his or her name to the Secretary of the Senate; this aide shall not be changed during the session except by permission of the Committee on Administrative Affairs. No intern may be designated as an aide by a Senator. The aide provided for in this paragraph shall be issued an identifying badge, but shall not come on the floor of the Senate while the Senate is in session.

(c) One intern shall be stationed in the rear of the Senate Chamber for the convenience of the Senators. The rotation of the interns shall be the duty of the Intern Coordinator.

### **9-1.7 Appropriations Bills**

On the final or third reading and consideration of any bill appropriating money, the Senate may, by invitation of the Chairman of the Standing Committee on Appropriations or by the vote of a majority of those voting, provided the total vote constitutes a quorum, allow persons on the floor of the Senate for the purpose of explaining or answering any questions concerning the bill.

### **9-1.8 Pages**

(a) No person shall be employed as a page that is under the age of twelve years.

(b) Each Senator shall be allowed to name no more than twenty (20) pages to be paid by the Senate during any regular session.

(c) The Lieutenant Governor shall be allowed to name no more than forty (40) pages during the regular session.

(d) There shall be no more than thirty (30) pages per day.

(e) Each Senator and the Lieutenant Governor desiring to name a page for any particular day of the session shall file with the Director of Pages the name of each person he or she wishes to serve as his or her page and the date of proposed service. Such notice shall be filed at least three days prior to the date the proposed page desires to serve. The Director of Pages shall select the thirty (30) pages who shall serve on each day of the session in the order in which such notices are filed. Each Senator can assign his or her pages or page days to another Senator. There shall be no pages except as herein provided.

(f) The President of the Senate shall establish a program of familiarization with state government, its procedures and those duties and responsibilities which will be required of pages. The Director of Pages shall require each page to attend a training session prior to his or her service as a page during which the page will become acquainted with his or her duties and responsibilities.

### **9-1.9 Media**

(a) While the Senate is in session, representatives of the media, including print, radio and television shall be allowed on the floor of the Senate only in the area in the rear of the Chamber designated for them.

(b) While the Senate is in session, there shall be no more than two (2) media photographers or videographers on the Chamber floor at any one time. They shall not block the aisles, be seated, or impede the vision of any Senator at any time or remain on the Senate floor when not taking pictures. No additional lights or flash bulbs shall ever be allowed in the Chamber when the Senate is in session, nor shall any tripods be allowed except in the press area in the rear of the Chamber. The Senate Photographer and one additional photographer from the Senate Press Office shall be allowed on the Chamber floor at all times.

### **9-1.10 Spouses, Families, and Visitors**

(a) Spouses and families of Senators may be seated in the left front (facing the rostrum) of the Senate Chamber in chairs provided for them.

(b) Any Senator may bring a person in the rear alcove (between the main door and the rail) of the Senate Chamber for a period of not more than five minutes if the Senator remains with him or her during that time. Aides and staff shall not loiter in this area.

### **9-1.11 North Anteroom of the Chamber**

From 8 A.M. until adjournment each day, Senators, the Governor, the Lieutenant Governor, and the staff of the Lieutenant Governor and President Pro Tempore **ONLY** shall be allowed in the North Anteroom of the Chamber.

### **9-1.12 Senator's Seats**

No one shall ever sit in a Senator's seat when the Senate is in session except with permission of the Senator who is assigned that seat.

### **9-1.13 Smoking, Eating, Use of Cellular Phones Prohibited**

There shall be no smoking, eating, use of cellular telephones, or reading of newspapers and other materials not pertinent to legislation in the Senate Chamber while the Senate is in session.



#### **9-1.14 Use of Computers on the Senate Floor**

A Senator shall use his or her computer only for legislative business, provided that this shall not prohibit the Senator from using the computer at such times for purposes of ordinary and necessary communications with his or her home and business. Maintenance and repair of Senators' computers shall not be conducted on the floor of the Senate while the Senate is in session.

#### **9-1.15 Etiquette in the Chamber**

(a) No person shall pass between the Chair and a Senator while he or she is speaking in the well.

(b) No one other than a member of the Senate may use the center aisle while the Senate is in session unless permitted by the Sergeant at Arms.

#### **9-1.16 Gallery**

The President shall have power to cause the galleries and lobbies of the Senate cleared by the Sergeant at Arms in case of disturbance or disorderly conduct therein, and to cause any person or persons so offending to be arrested and brought before the bar of the Senate to be dealt with for contempt of the Senate.

### **SECTION TEN CONSTRUCTION AND WAIVER OF RULES**

#### **10-1.1 Circumvention of Rules**

No Senator or staff shall knowingly circumvent the clear purpose or intent of laws or any Senate Rule.

#### **10-1.2 Waiver and Suspension of Rules**

The rules may be suspended by unanimous consent or with the consent of two-thirds (2/3) of the members to which the Senate is entitled without referral to the Committee on Rules, when not prohibited by the law or the Constitution.

### **10-1.3 Changes in Rules**

(a) The Committee on Rules must report changes or additions to Senate Rules submitted to it immediately after the confirmation of the Journal on the day following the introduction in the Senate of the proposed change or addition. A failure to so report such proposed change or addition to these rules within two days shall automatically bring said proposed change or addition before the Senate for consideration.

(b) Senate Rules shall be adopted at the beginning of any two-year term of the General Assembly. Adoption of the Senate Organizational Rules resolution shall require an affirmative vote of a majority of the members to which the Senate is entitled. All subsequent resolutions introduced to change or amend the Senate Rules shall be assigned to the Rules Committee and would require a two-thirds' (2/3) affirmative vote of the members to which the Senate is entitled for adoption.

(c) No change in or addition to these rules shall be made, unless such proposed change or addition is first referred in writing to the Committee on Rules and reported back to the Senate.

### **10-1.4 General**

When any question arises which is not provided for in these rules, the same shall be controlled by the most current edition of Mason's Manual of Legislative Procedure.

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**VETOED LEGISLATION; TRANSMISSION ORIGINATING HOUSE** Art. III, Sec. V, Par. XIII

**VOTING** Art. III, Sec. V, Par. V & VI



**IMPORTANT DATES IN THE LEGISLATIVE PROCESS**

**Introduction** - Last day to introduce and/or 1st Read in Senate.

**26<sup>th</sup> day** - last day to introduce and 1st read General Senate bills and resolutions **in time for passage.**

**30<sup>rd</sup> day** - last day to introduce and 1st read General Senate bills and resolutions. [Rule 3-1.2 (b)]

**36<sup>th</sup> day** - last day to introduce and 1st read local Senate bills and resolutions **in time for passage.**

**33<sup>rd</sup> day** - last day to 1st read General House bills and resolutions. [Rule 3-1.2 (b)]

**39<sup>th</sup> day** - last day to 1st read Local House bills and resolutions in time for passage.

**\*Note:** Senate bills and resolutions must be filed with the Secretary before 4:00 p.m. to be 1st read on the next legislative day.

**Committee Report Deadlines** - Last day to read favorable report **in time for passage** by both Houses in current year. Report must be submitted to Secretary of the Senate by convening.

**28<sup>th</sup> day** - General Senate bills and resolutions.

**38<sup>th</sup> day** - Local Senate bills and resolutions.

**38<sup>th</sup> day** - General House bills and resolutions.

**40<sup>th</sup> day** - Local House bills and resolutions.

**Calendar Management**

Calendar automatically in numerical order after 2nd reading of legislation; days 1 - 5. [Rule 4-2.10 (a)] Rules Committee sets the calendar for days 6 - 40. [Rule 4-2.10 (b)]

**General Senate Bills and Resolutions** - time line for current year passage.

**26<sup>th</sup> day** - File with Secretary of the Senate. [Rule 3-1.2 (a)]

**27<sup>th</sup> day** - 1st Reading and referral to committee. [Rule 3-1.2 (b)]

**28<sup>th</sup> day** - Favorable report by committee read upon convening. (A recommitted bill already 2nd read may be reported on day 29.)

**29<sup>th</sup> day** - 2nd Reading. [Rule 4-2.6]

**30<sup>th</sup> day** - Passage [Rule 4-2.10 (a)] and immediate transmittal to House. [Rule 4-2.14]

**Local Senate Bills and Resolutions** - time line for current year adoption.

**35<sup>th</sup> day** - File with Secretary of the Senate. [3-1.2 (a)]

**36<sup>th</sup> day** - 1st Reading and referral to committee. (Cannot pass for 2 days.) [Rule 4-2.4 (c)]

**38<sup>th</sup> day** - Favorable report by committee, passage and immediate transmittal to the House. [Rule 4-2.14]

**39<sup>th</sup> day** - 2nd Reading in House.

**40<sup>th</sup> day** - Favorable report and passage in House.

**General House Bills and Resolutions** - time line for current year passage.

**30<sup>th</sup> day** - 1st Reading and referral to committee. [Rule 3-1.2 (b)]

**38<sup>th</sup> day** - Favorable report upon convening and 2nd reading. (Applies to days 36 - 38) [Rule 4-2.6]

**39<sup>th</sup> day** - Passage. [Rule 4-2.10 (a)]

**40<sup>th</sup> day** - Passage of bills or resolutions tabled day 39; removed from the table on day 40. [Rule 4-2.10 (a)]

**Local House Bills and Resolutions** - time line for current year passage.

**39<sup>th</sup> day** - 1<sup>st</sup> Reading and referral to committee.

**40<sup>th</sup> day** - Favorable report by committee and passage.

**\* Note:** On the 30th day and on the last three days of session, bills and resolutions needing action from the House are automatically immediately transmitted. [Rule 4-2.14]

